



COMPETITIONS MANAGER

Schedule A

General

Established in 1904, BC Soccer is the largest provincial sports organization (PSO) in BC and the third largest soccer specific PSO in Canada with over 150,000 participants, consisting of registered players, coaches, referees, administrators and soccer leaders. As a professional not-for-profit society and a member of Canada Soccer, BC Soccer is committed to providing the widest opportunities for existing and potential participants, as well as provide support in the most effective and appropriate way for current players, parents, volunteers, member clubs, leagues, and districts.

Safe Sport Statement

BC Soccer believes that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in. The welfare of everyone involved in soccer is the foremost consideration and in particular, the protection of children in the sport is the responsibility of everyone involved.

Position Summary

An exciting full-time opportunity has arisen within BC Soccer at its Vancouver office. BC Soccer is seeking a highly motivated, organized, detail-oriented, energetic, strategic thinker, and proactive professional for the position of Competitions Manager. The Competitions Manager is an important member of the Soccer Operations staff team and is responsible for managing all BC Soccer Competitions, including regional and/or national competition oversight and hosting. The position also supervises and provide support to BC Soccer's external contractors operating the BC Soccer Premier League and League1 BC.

Accountable to: Director of Soccer Operations (or designate)

Internal relationships: Relates directly with the entire staff team and board members of BC Soccer.

External relationships: Member Organizations, Affiliated Clubs; External Contractors, Canadian Soccer Association; Via Sport; provincial multi-sport organizations; Provincial Government; government agencies; overall participants in soccer.

Specific Responsibilities:

- Actively contribute and work towards objectives as outline in the strategic direction and operational plan of the Association, specifically responsible for key competitions and events
- Works with all department staff members to support initiatives
- Oversee all BC Soccer competitions (including but not limited to):
 - Event Management
 - Liaise with Local/Regional Organizing Committees
 - Rule amendments and interpretations
 - Implementation of administrative policies, procedures

- Communication with BC representatives, clubs, teams and provincial and national representatives.
- Scheduling of all Provincial Championships
- Liaise with Referee Development staff regarding referee coordination/scheduling
- Hosting bids/applications
- Coordinate medals and trophies and all match day related equipment for Provincial Championships
- Lead budget development and management
- Supervise and support external contractors operating the BC Soccer Premier League and League1 BC
- Responsible for the management and delivery of BC Soccer representation at the BC Summer Games. Including direct coordination with BC Games Society.
- Support activities of the BC Soccer Competitions Committee
- Manage and support delivery and participation of BC Representatives at Domestic Competitions
- Assist with the delivery of all BC Soccer flagship event and activities.
- Various special duties as assigned

Required Knowledge, Abilities, Skills, Training, Experience, and Education

General

- Commitment to delivering high standards of customer service and appropriate experience to demonstrate this.
- Open minded and self-motivated
- Exceptional organization and planning skills
- Willingness to take initiative and always looks to improve
- Ability to multi-task and remain calm under pressure
- Able to compose routine and non-routine correspondence
- Able to work independently and in a team environment while maintaining confidentiality
- Able to establish and maintain effective working relationships with colleagues and the BC Soccer Membership (Clubs, Districts, Leagues, etc.) while supporting the overall structure and philosophical strategy set out by the British Columbia Soccer Association
- Able to represent BC Soccer as required, including traveling should it be required
- Willing to submit to CPIC (Criminal Records) clearance
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Fluency in English
- Passionate about sport
- Experience in an office working environment
- Able to work evening and weekends when required

Job Specific

- A minimum of 5 years' experience in a similar role
- Understanding of competition structure in British Columbia would be an asset



British Columbia Soccer Association

250-3410 Lougheed Highway, Vancouver, BC, V5M 2A4

Phone: 604-299-6401 Fax: 604-299-9610

Website: www.bcsoccer.net

- Event management experience, competitions specific would be an asset
- Experience in a non-profit working environment would be an asset
- Experience in sport would be an asset
- Experience implementing Policy and Procedures would be consideration an asset
- Post-secondary diploma or certificate (degree preferred) in sport administration and/or business administration (or a related field) would be an asset.

Remuneration

The position will include full benefits and a competitive sports industry salary commensurate with experience.

Application

Interested candidates are invited to submit resume, cover letter and annual remuneration expectation range to BC Soccer in one PDF. Attention Gabriel Assis, Director of Soccer Operations at feedback@bcsoccer.net (email subject: Competitions Manager).

Applications will be reviewed starting on September 28th, 2022 and continue until position is filled.

BC Soccer thanks all applicants however ONLY those selected for an interview will be contacted