

JOB POSTING

Executive Administrator - Club de Soccer Dieppe

Club de Soccer Dieppe (CS Dieppe) promotes and develops soccer activities year-round in Dieppe. CS Dieppe is an elite club that is a member of Soccer New Brunswick. The club is recognized as a Quality Soccer Provider by the Canada Soccer National Youth Club Licencing Program. With over to 1,000 members, CS Dieppe is responsible for the development of players from the U3 - senior age groups who are active in the recreational and competitive programs.

Job description:

As the Executive Administrator reporting to CS Dieppe's Board of Directors, the incumbent's role involves providing comprehensive oversight of the club's administration, management, and finances to ensure alignment with the club's vision, mission, and strategic direction. The Executive Administrator plays a crucial role in driving CS Dieppe's overall advancement, including tasks such as relationship management, brand and culture development, revenue generation, and staff and volunteer management, with a strong focus on sustainability and guiding growth.

Main responsibilities:

The Executive Administrator will be responsible for, but not limited to:

1. Member & Board Relations

- Promoting the values of CS Dieppe on behalf of its membership;
- Promptly responding to member inquiries via our email platforms and telephone;
- Communicating important messages and program information via our email platforms and social media accounts;
- Ensuring a regular presence at the club;
- Developing standard operating procedures to ensure consistency and continuity in program delivery to our members;
- Keeping our website content up to date;
- Attending monthly Board Meetings, Annual General Meeting, and Committee Meetings as applicable;
- Expanding and developing relationships with individuals, groups, and organizations capable of contributing to the success of the organization; and,
- Using effective management skills to resolve conflicts.

2. Financial Management and Human Resources

- Overseeing accounts receivable and payable;
- Ensuring financial and accounting functions are performed on a timely basis;
- Preparing monthly and annual financial reports;
- Ensuring that all grant and funding applications and associated reports are prepared/reported on a timely basis:
 - Summer/student employment through provincial and federal governments;
 - Grants to support our various programs including coaching development, new initiatives, etc.
- Acquiring sponsors and enhancing partnerships;
- Managing the registration / program management platform;
- Managing individual player grants;
- Managing employee salaries;
- Ensuring the implementation and compliance of agreements and policies;
- Employee scheduling;
- Identifying the need for volunteers and associated recruiting;
- Reporting and resolving on any infrastructure and office needs;
- Participating in program cost analysis;
- Asset inventory;
- Preparing all documentation related to orientating new volunteers and the hiring of employees.

3. Event & Program Coordination

- Collaborating with the Technical Director to book facilities and fields;
- Ordering field/technical equipment for all programs, uniforms and office supplies;
- Working closely with WorkSafe NB and ensure compliance with regulations;
- Working with the city of Dieppe to maintain fields and facilities;
- Ensuring insurance policies are up to date;
- Planning and coordinating special events, such as tournaments, mini-soccer festivals, and fundraisers;
- Participating in the equipment inventory process.

Requirements:

- Canadian Citizen or Permanent Resident of Canada;
- Fluent in French and English, both verbally and in writing;
- Possess good communication skills, both verbally and in writing;
- Exceptional interpersonal skills, including ability to interact respectfully with others;
- Provide criminal background and vulnerable sector check certificates;
- Have a valid driver's licence in a Canadian jurisdiction;

- Relevant university degree (Business administration, Sport Administration / Management) or equivalent and sufficient experience;
- Proactive and able to work independently with excellent organizational and administrative skills;
- Possess strong Microsoft Office skills;
- Experience with financial management and budgeting;
- Ability to achieve organisational objectives;
- Experience in marketing;
- Ability to collaborate with members, partners, and sponsors;
- Knowledge and experience with grants and funding opportunities.

Assets:

- Experience working with a Board of Directors;
- Experience leading or assisting in the development of a strategic plan;
- Experience in public/media relations;
- Knowledge of the Long-Term Development in Sport and Physical Activity model;
- Knowledge of the New Brunswick sport system;
- Knowledge of the soccer landscape in New Brunswick and Canada;
- Conflict management training.

Type of position:

- Full-time
- Mostly daytime hours, also attends monthly board meetings during evenings
- Start date: As soon as possible
- Annual salary range 47,000\$ - 56,000\$ plus benefits
- 2-year contract with the possibility of renewal (first year probationary period)

Documents to be provided:

Those interested are invited to send their cover letter and resume by end of day on September 10th, 2023, to the Human Resources Committee at conseil@soccerdieppe.com.

Only those selected for an interview will be contacted.