

# Manitoba Soccer Association Inc.

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## MEMBERS SERVICES MANAGER

The Manitoba Soccer Association, a not-for-profit provincial sport governing body responsible for the development, promotion, and governance of soccer programs in the Province of Manitoba, is seeking a full time Members Services Manager (MSM) to join its dynamic team.

The MSM position reports to the Executive Director of the Association to effectively execute the responsibilities of the position. The MSM will be responsible for:

- Management of all front office duties, including general emails and phone calls
- Administration of the office requirements of the staff
- Provide accounting assistance to the Finance Manager
- Management of Tournament Hosting policy administration and enforcement
- Management of the online Platform including registration of participants and resolving issues with platform representatives
- Management of the MSA insurance policy
- Management of the MSA travel policy
- Assist with the coordination of the Annual General Meeting and Annual Membership report
- Manage the Association's Night of Excellence and Special Events
- Coordinate the Hall of Fame activities
- Manage the Social Media accounts of the Association
- Management of the Association's website
- Coordination of the Association's public relations
- All administrative tasks related to the areas of responsibility.
- Travel within the Province to related activities.

The successful candidate will possess the following qualifications, experience and characteristics:

- Post Secondary Education in Business, Sports Management, Management, or a related field
- Demonstrated knowledge of the sport of soccer and the Manitoba sport system would be an asset
- Demonstrated experience in managing online registration platforms successfully
- Strong knowledge of social media platforms
- Strong IT skills to manage the Association's website
- Proficient skills and experience in Microsoft Office (Word, Excel, Power Point and Outlook)
- Strong interpersonal skills and proven professional conduct
- Positive attitude towards continually developing and improving the delivery of the Association's benefits
- Ability and experience working with volunteers and general public
- Highly motivated and strong administration skills

- Experience in basic accounting
- Excellent written and oral communication skills
- Ability to multi-task, prioritize a variety of tasks and work independently with minimum supervision to meet time sensitive deadlines
- Excellent organizational skills and efficiency
- Ability to excel in a team-based environment
- Inner passion and drive for the development of the game
- Ability to establish effective working relationships with MSA Members as required
- Willing to submit a CPIC (Criminal Records) clearance
- Driver's License and access to a vehicle

The salary will be commensurate with education, experience and qualifications within a range of \$34,000 – \$40,000 with benefits package and professional development opportunities.

Applications may be submitted by **5:00 p.m. Friday, September 17<sup>th</sup>, 2021** to: PERSONAL AND CONFIDENTIAL - Attention Héctor O. Vergara, Executive Director, Manitoba Soccer Association, 211 Chancellor Matheson Road, Winnipeg, Manitoba, R3T 1Z2, or by e-mail to [hvergara@manitobasoccer.ca](mailto:hvergara@manitobasoccer.ca)

We thank all applicants, but only those selected for an interview will be contacted. No phone calls please. To learn more about the Manitoba Soccer Association please visit our website at [www.manitobasoccer.ca](http://www.manitobasoccer.ca)