

# Manitoba Soccer Association Inc.

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## MSA REFEREE ASSIGNOR

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 Referee Assignor (RA) to join its dynamic team.

The RA position reports to the Executive Director of the Association to effectively deliver the assigning of referees to matches. The RA will be responsible for:

- Seeking availability of referees for upcoming matches in various competitions.
- Assigning the referees to all levels of competitions.
- Following up with referees on returned assignments and rescheduled games.
- Communicating with referees on an ongoing basis related to assignments.
- Carrying out the administrative tasks associated with assigning.
- Assigning the Referee Assessor and Mentor to the matches.

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

- Post-Secondary Education in Business Administration, Sports Management, Management, or related experience.
- Ability to multi-task, prioritize a variety of tasks and work independently.
- Highly motivated and strong administration skills.
- Ability to establish effective working relationships with MSA Members as required.
- Proficient skills and experience with online systems, or ability to quickly learn programs.
- Strong computer skills.
- Excellent written and oral communication skills.
- Very attentive to detail, organized, efficient, and excellent time management skills.
- Strong interpersonal skills and proven professional conduct.
- Inner passion and drive for the development of the game.
- Experience as a sport referee or official is an asset, but not required.
- Positive attitude and a team player.
- Willing to submit a CPIC (Criminal Records) clearance.
- Driver's License and access to a vehicle.
- Ability to work flexible hours, evenings, and weekends, is a must.

The salary will be commensurate with education, experience, and qualifications within a range of \$35,000 – \$39,000 with benefits package and professional development opportunities.

Applications may be submitted by **5:00 p.m. Friday, July 8<sup>th</sup>, 2022** 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 the next step will be contacted. No phone calls please. To learn more about the Manitoba Soccer Association please contact our website at [www.manitobasoccer.ca](http://www.manitobasoccer.ca)