



BURLINGTON SOCCER CLUB

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Position Title: Executive Assistant
Type: Full-Time, Permanent
Salary Range: \$50,000 to \$60,000
Reports To: Executive Director
Start Date: Flexible

BACKGROUND

The Burlington Soccer Club (BSC), a not-for-profit organization, was established in 1962. Today, the Club has approximately 16,000 youth and adult soccer players and is one of the largest soccer clubs in Ontario. The BSC is home to the Burlington Bayhawks and is proud of its competitive team successes over the years, which includes 44 provincial championships and 13 national championships. The Club holds a Canadian National License, an Ontario Provincial Development League (OPDL) License, and a League 1 Ontario (L1O) Franchise.

OVERALL ACCOUNTABILITY

The Executive Assistant is a new position reporting directly to the Executive Director. This position is critical in supporting the organization's administration while upholding the Club's mission, vision, and values. The Executive Assistant works closely with the Executive Director while providing administrative support to the leadership team and department administrators. This position is vital in supporting initiatives contributing to the Club's growth and retention.

KEY RESPONSIBILITIES

General

- Provide overall administrative support to the department leads, coordinate club meetings, and assist in material preparation.
- Manage all office calendars, create and implement processes for bookings and scheduling.
- Collaborate with all department Directors and administrative staff to optimize office organization, efficiency and tidiness; oversee inventory of office supplies.
- Attend and take minutes of weekly and monthly meetings of the Technical, Operations and Marketing departments.
- Act as an administrative point of contact for internal and external stakeholders, demonstrating high standards of professionalism and communication skills. Stakeholders include but are not limited to, parents, players, coaches, the City of Burlington, and district and provincial associations.
- Coordinate staff and equipment for office events such as birthday parties, team meetings, video analysis sessions, etc.
- Maintain a high degree of discretion and confidentiality

Finance & Administration

- Conduct regular financial processes tasked by the Director of Finance.
- Oversee all functions of customer service (staffing, registrations, payments, emails, voicemails, financial assistant requests, refund requests, and reconciliation tasks).
- Follow up customer requests and inquiries.

Technical Support

- Support the Manager of Soccer Operations with the annual uniform order process.

- Stay up to date with compliance requirements from governing and regulatory associations.
- Oversee payment plans, collections, and general powerup support.
- Support the technical department during the trial period.

Marketing Support

- Conduct research and gather data to assist programs and special projects.
- Analytics and communication around customer/program retention, waitlist reduction, and push sales conversions.
- Website content updates.

Other

- Other duties as assigned, from time-to-time, by the Executive Director.
- Attend Community Club-wide events (AGM, Volunteer Appreciation, Burli Blast, etc.).

REQUIREMENTS

- Post-secondary education in Sports/Recreation/Business Administration or a related field.
- Experience in an administrative role; sport-related experience preferred.
- Demonstrated ability to identify challenges and develop practical solutions in a fast-paced environment.
- Proficiency in using office software such as Microsoft Office Suite (Word, Excel, PowerPoint) and cloud-based collaboration tools.
- Strong organizational abilities to manage multiple tasks, events, and schedules effectively.
- Excellent written and verbal communication skills.
- Exceptional attention to detail
- Proficient with various forms of technology/data management software (PowerUp)
- Non-traditional and extended hours required from time to time
- Valid and current Ontario Driver's License

REMUNERATION

- BSC offers a competitive salary reflective of experience, health benefits, and professional development opportunities

Information provided by candidates for these positions will be used only for candidate selection. We thank each candidate for taking the time and effort to apply; however, only candidates to be interviewed will be contacted.

As a member of the BSC Management Team, this position requires a police background check and clearance with respect to persons working with vulnerable persons.

BSC is committed to upholding the values of equity, diversity, and inclusion in our work environment. We value each person's contributions and are committed to ensuring full and equitable participation for all club members.

Candidates requiring accommodation to participate in the hiring process should contact Amal Chauhan, Executive Director, to communicate their accommodation needs.

Expressions of interest, accompanied by a cover letter and resume, will be accepted until Thursday, March 14, 2025, at 5 p.m. and sent confidentially to jobs@burlingtonsoccer.com.