



## Marketing and Administrative Coordinator

The Westman Regional Soccer Association is seeking a Marketing and Administrative Coordinator to become an integral part of the operational team. Reporting to the Board of Directors, this position manages the marketing and administrative tasks in cooperation with the Technical Director and Board of Directors.

Duties and Responsibilities include but not limited to:

- Online Registrations (Goalline)
- Website Management (Goalline)
- Marketing, Promotions and Communications
- Work directly with Technical Director
- Member Services
- Administrative tasks as assigned
- General Bookkeeping
- Other financially related tasks as requested by the WRSA board of director

### Skills:

- Strong communication (both verbal and written)
- Excellent Time management and organizational skills
- Proficient in Computer and Technology including Microsoft Office and Quickbooks
- Website Design and Management skills or willingness to learn
- Team player with the ability to operate as part of an integrated team
- Ability to prioritize a variety of tasks and work independently with minimum supervision
- Strong Financial Literacy skills

### Minimum Requirements:

- Grade 12 Diploma
- Valid Drivers License
- Child Abuse Registry Check
- Criminal Record Check

Preference will be given to candidates with business administration; specialization in accounting or financial services, or Recreation Management. Experience with Quickbooks and/or Goalline an asset.

1-year contract with potential to extend. Please include contract salary expectations in your cover letter.

Please send a cover letter and resume including qualifications to:  
[president@westmansoccer.ca](mailto:president@westmansoccer.ca)

**Application Deadline is Monday, January 27<sup>th</sup>, 2020**

*We thank all individuals who apply for this position, however, only those candidates selected for an interview will be contacted.*