



SASKATOON ADULT SOCCER

150 Nelson Road
Saskatoon, SK S7S 1P5
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Executive Director – Permanent, Full-Time

Saskatoon Adult Soccer Inc. (SAS) is seeking a Full-Time Executive Director. This is a full-time, permanent position beginning immediately. The Executive Director is responsible for year round league management, and all duties necessary to manage the day to day business of the non-profit organization.

SAS is governed by a Board of Directors and operated by three full-time staff. SAS runs adult recreational soccer leagues all year long, offering both an indoor winter league and an outdoor summer league. SAS has a membership of approximately 230 indoor teams and 160 outdoor teams with an annual budget of just over \$1.2 million. The SAS Operations Coordinator and Technical Coordinator report to the Executive Director; the Executive Director reports to the Board of Directors.

General Responsibilities

- Organize and attend board meetings
- Manage finances
- Run staff Payroll
- Supervise/lead/evaluate office staff and evenly distribute labour.
- Manage staff schedules/vacation time, provide coverage for staff absences.
- Resolve high level member conflicts
- Collaborate with partner organizations: SSA, SSCI, City of Saskatoon, SDSRAI, etc.
- Complete monthly remittances, quarterly GST returns, annual T4s, ROEs, etc. when applicable.
- Update league rules, discipline guidelines, website, etc.
- Work closely with website hosting company on new developments and enhancements.
- Ensure website is properly set up for team/player registration.
- Share daily administrative tasks and customer service demands with office staff

Required Qualifications:

- Minimum 3-5 years experience in a management role
- Exceptional communication skills – written and oral
- Competency with all Microsoft Office applications.
- Basic accounting knowledge.
- Strong attention to detail and desire to work in an administrative role
- Proven leadership experience and skills.
- Experience in administrative role/office environment.

Preferred Qualifications

- Bachelor of Commerce degree or similar relevant post-secondary certification.
- Experience working in a non-profit environment
- Experience/knowledge relating to soccer, and/or other adult recreational sports leagues in Saskatoon an asset.

To apply, email your resume and cover letter including salary expectations to: bobbi.ross@sasktel.net, or drop off/ mail your application to our office.

We sincerely thank all candidates for their interest, however only those selected for an interview will be notified.

For more information about our organization please visit us at: www.saskatoonadultsoccer.com

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