



## TSA Administrative Assistant

### PURPOSE

The administrative assistant position will be responsible for supporting Toronto district activities in all aspects. The role will support day to day customer service needs and inquiries, providing information and direction on district programming and processes. The position will be supporting in the registration and validation of player/coach registrations. Admin assistant will also aid in some league activities as well as our Soccer In The City programming.

### DUTIES

- Be the frontline for member and individual inquiries, responding to in person interactions as well as phone and email
- Be well informed of district services and processes and able to answer any member inquiries
- Register and communicate with coaches participating in our clinics
- Complete and record financial transactions accurately
- Assist as needed in district programming such as Soccer in the City, U8 Festivals and Leagues
- The successful candidate will work 25 hours/week between mid May-September

### REQUIREMENTS

- Excellent communication skills
- Highly organized and time efficient, accurate in transactions and recording
- Knowledge of excel, PowerPoint, and other industry tools
- Excellent work ethic

### ADDITIONAL

- Adaptable, with the ability to work in a fast paced, dynamic environment
- Ability to occasionally work non-traditional hours (evenings, weekends as required)
- Energetic and out-going personality
- Background in youth soccer an advantage.

Individuals interested in the above opportunity should submit a resume via email ONLY to Alan Gould, TSA Executive Director: [agould@torontosoccer.net](mailto:agould@torontosoccer.net). **The deadline for applications is April 30, 2021**

**Please note, this position will only be filled if funding is received via the “2021 Canada Summer Jobs” program.**