



SASA Office Support

The St albert Soccer Association has a position opening for **Office Support**. This position, in addition to assisting other staff during peak times, will take the lead in supporting all general office requirements as they arise. Training provided, however a strong working knowledge of Word, Excel, Outlook and an understanding of how websites work is an asset.

The right candidate will be able to work in a team environment, is detail oriented, self driven, friendly and comfortable dealing with the public, and must be a good communicator. Experience and knowledge of grass roots sports/soccer is helpful.

Skills Required:

- Working knowledge of Microsoft Office programs (Excel, Word, Outlook in particular)
- Ability to multitask and work under pressure - time constraints.
- Ability to work in an open office area (IE 3 staff in same room with public walk ins can be a challenge.
- Willing to work occasional evenings or weekends when required.
- Good communicator
- Friendly and helpful with general public.
- Good time management skills
 - Able to complete tasks in timely fashion.
 - Comfortable with taking direction from others and willing to assist others in their busy times as needed.
 - Ability to prioritize
- IT savvy – will be working with website and social media
- Organized and detail oriented
- Experience working with volunteers, not-for-profit organizations and / or with charitable organizations is considered an asset.
- All SASA employees are required to provide a successful satisfactory Canadian criminal record check and/or Vulnerable Sector Search prior to the start of their employment. The check must be specific to the role and must be dated no more than 90 days prior to the date on the written offer.





Job requirements:

- Volunteers
 - Communicate and assign volunteers to tasks arising as necessary
- Player Cards
 - Understanding and developing player ID cards as they are necessary
- League 1 Alberta
 - Entering any League 1 data required
- Volunteer Monitoring
 - Supporting needs related to registration when required by the Head Registrar
- Referees (Officials)
 - Organize and communicate with referees (officials) related to our sport as needed on behalf of the organization
- Website
 - Update the organization's website as it is called for

Start and end date to be discussed with employer. Salary to be discussed with the successful candidate.

Work location: In person

*This position reports directly to the Executive Director and is p/t with 20 hours per week required.

This position will remain open until filled.

All interested candidates should send their resume to exdir@stalbertsoccer.com . Please indicate the position desired in the subject line. We thank all who express interest, only those selected for interviews will be notified.

