



COMPETITIONS INTERN

Schedule A

General

Established in 1904, BC Soccer is the largest provincial sports organization (PSO) in BC and the third largest soccer-specific PSO in Canada with over 150,000 participants, consisting of registered players, coaches, referees, administrators and soccer leaders. As a professional not-for-profit society and a member of Canada Soccer, BC Soccer is committed to providing the widest opportunities for existing and potential participants, as well as provide support in the most effective and appropriate way for current players, parents, volunteers, member clubs, leagues, and districts.

Safe Sport Statement

BC Soccer believes that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in. The welfare of everyone involved in soccer is the foremost consideration and in particular, the protection of children in the sport is the responsibility of everyone involved.

Position Summary

An exciting opportunity has arisen within BC Soccer at its Vancouver office, and remotely. BC Soccer is seeking a highly motivated, organized, detail-oriented, and energetic individual for the position of Competitions Intern. The Competitions Intern is a part of the Soccer Operations team and is responsible for contributing to all BC Soccer Competitions, including regional and/or national competitions. The position also provides support to BC Soccer's external contractors operating BCSPL and League1 BC.

Accountable to: Manager of Competitions

Internal relationships: Relates directly with the entire staff of BC Soccer.

External relationships: Member Organizations, Affiliated Clubs; External Contractors, Canadian Soccer Association; provincial multi-sport organizations; overall participants in soccer.

Specific Responsibilities:

- Actively contribute and work towards objectives as outline in the strategic direction and operational plan of the Association, specifically responsible for key competitions and events
- Works with all department staff members to support initiatives.
- Activate on all BC Soccer competitions, including but not limited to:
 - Event Management
 - Liaise with Local/Regional Organizing Committees
 - Rule amendments and interpretations
 - Scheduling of all BC Soccer's Competitions
 - Assist with Referee Development staff regarding referee coordination/scheduling.



British Columbia Soccer Association

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Website: www.bcsoccer.net

- Coordinate medals and trophies and all match day related equipment for Provincial Championships
- Assist with on-site delivery of all BC Soccer flagship event and activities
- Assist with the implementation and maintenance of BC Soccer's Competitions management system.
- Various special duties as assigned.

Required Knowledge, Abilities, Skills, Training, Experience, and Education

General

- Open minded and self-motivated
- Exceptional organization and planning skills
- Willingness to take initiative and always looks to improve
- Ability to multi-task and remain calm under pressure
- Able to compose routine and non-routine correspondence
- Able to work independently and in a team environment while maintaining confidentiality
- Able to establish and maintain effective working relationships with colleagues and the BC Soccer Membership (Clubs, Districts, Leagues, etc.)
- Willing to submit to CPIC (Criminal Records) clearance
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Fluency in English
- Passionate about sport
- Able to work evening and weekends when required

Job Specific

- Event management experience, competitions specific would be an asset
- Experience in a non-profit working environment would be an asset
- Experience in sport would be an asset
- Post-secondary diploma or certificate (degree preferred) in sport administration and/or business administration (or a related field) would be an asset.

Compensation: This is an unpaid position with expenses covered by BC Soccer.

Application

Interested applicants should submit their resume, cover letter to BC Soccer to the attention of PJ Aucoin, Manager of Competitions at feedback@bcsoccer.net (email subject: Competitions, Intern). Applications will be received until the role is filled.

BC Soccer thanks all applicants however ONLY those selected for an interview will be contacted.