



Winnipeg Women's Soccer League

PO Box 62, RPO Corydon • Winnipeg, MB • R3M 3S3 • Telephone (204) 284-9582

Job Title: Part-Time Soccer League Coordinator

Location: Remote (with occasional on-site event support, as needed)

Position Type: Part-Time (10–30 hours per week, varying by season)

Position Overview:

The Soccer League is seeking a dedicated and organized League Coordinator to assist in the daily operations and administration of our league. The ideal candidate will work closely with the Board to ensure smooth league functions, including:

- Registration Support
- Discipline Reporting
- Membership communication
- Website Administration/Updates
- Management of Timekeepers
- Inputting game scores

This role is ideal for someone passionate about soccer with strong communication, organization, and administrative skills.

Responsibilities:

- Administrative Support: Aid the Board in all aspects of league operations, as outline above
- Disciplinary Oversight: Identify and report disciplinary issues, and issue fines or suspension notices as necessary.
- Communication Management: Serve as a primary contact for league communication with members, and stakeholders through emails.
- Committee Participation: Participate in ad hoc committees as requested by the league.
- Relationship Management: Maintain professional and respectful interactions with all league members and stakeholders.

Requirements:

- Proficiency with Google Suite and/or Microsoft Office.
- Strong organizational, communication, and interpersonal skills.
- At least 1 year of relevant experience in an administrative or customer service role.
- Familiarity with soccer, including a passion for the game and knowledge of league structures.
- Ability to work independently and remotely, with occasional in-person availability.
- A reliable internet connection, computer, and basic office equipment.

Preferred Qualifications:

- Experience managing or coordinating league operations within a sports environment.
- Knowledge of regional soccer structures and governing bodies.

Application Process:

Interested candidates should submit a resume and cover letter with "League Coordinator Application" in the subject line to wsl1@live.ca. Only shortlisted candidates will be contacted for an interview.

Closing Date:

Open until Filled

Any questions can be directed to wsl1@live.ca