

**Job Posting  
Operations Coordinator  
March 7, 2019**



**Are you looking for a part time position (approximately 15hrs a week) with a progressive community organization? One that will let you share your organizational skills, yet allow you opportunity to do other activities?**

**Be the Operations Coordinator to help build and promote the profile of North Vancouver Football Club.**

**Job Summary**

In conjunction with the Director of Club Operations, North Vancouver FC is looking for an individual to manage and execute the many initiatives that the Club runs.

**Responsibilities**

- Project manage and support all Club events including Uniforms & Equipment Day, Opening Day, Photo Weekend, End of Season Jamborees, Community events (Lynn Valley Day, Canada Day parade), Annual General Meeting.
- Lead all logistics with the Club's main gear supplier for all Academy programs and Spring Soccer.
- Recruit/organize volunteers for Club events as necessary.
- Liaise with the Communications Committee and other external organizations.

The Director of Club Operations or the Club Board may modify these responsibilities at any time.

**Preferred Skills**

- A Post-Secondary Education
- Demonstrated experience in an organization that include customer service, marketing and financial processes.
- Strong organizational skills and a strategic focus.
- Potential leadership skills, proven excellence in work habits and ability to work harmoniously with colleagues and others.
- Strong verbal and written communication skills and experience.

- A willingness to work independently but as part of a dynamic team.
- Appreciation and understanding of the game of soccer, NVFC and the role it plays within the North Vancouver Community would be an asset.

**Remuneration to be negotiated.**

Please submit a cover letter and resume no later than March 22 to:  
[operationsnvfc@gmail.com](mailto:operationsnvfc@gmail.com)

*All applications are appreciated; however only those selected for further consideration will be contacted.*