

**POSITION TITLE:** Administrative Assistant  
**REPORTS TO:** Executive Director  
**EMPLOYMENT PERIOD:** July 2020 to Septmeber 2020  
**CONDITIONS:** Full-time 15-week contract

The Club is seeking one (1) administrative assistant between the ages of 18 and 30 who are motivated and punctual individuals to support the operation of the Waterloo Minor S.C. Does this sound like you?

### 1. KEY RESPONSIBILITIES

- Assist the office staff with administrative duties;
- Update, create and manage administrative files;
- Attend Club special events;
- Assist with Club storage facility needs, equipment, etc;
- Assist with marketing and promotional efforts of the Club;
- Serve as a positive role model, exemplifying the core values of the WMSC;
- Create and maintain positive relationships with volunteers and players;

### 2. SKILLSET DESIRED

- Demonstrate good judgment while working with confidential information;
- Ability to work with and relate to volunteers;
- Experience with a non-profit group, an asset;
- Very organized and procedure orientated;
- Strong communication skills, punctual, team player;
- Possess competent knowledge of MS Word and MS Excel.

### 3. CONDITIONS OF EMPLOYMENT

- Is between 18 and 30 years of age (inclusive) at the start of employment;
- Is a student or graduate in a secondary, post-secondary, vocational or technical program;
- Is a Canadian Citizen, permanent resident;
- Clean Police Record Check with VS;
- Driver's license an asset.

Please forward your application, clearly indicating how you meet the qualifications listed above, to [jobs@waterloounited.com](mailto:jobs@waterloounited.com).

**APPLICATION DEADLINE:** Wednesday, June 24th, 2020

We wish to thank all applicants for their interest; however, only those selected for an interview will be contacted.



**Waterloo Minor Soccer Club**  
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