



**Position:** Executive Director  
**Term:** Full-Time  
**Salary:** \$70,000-80,000  
**Location:** Yellowknife  
**Reports to:** President

The NWT Soccer Association (NWT Soccer) offers sustainable territory-wide programs and services for members to succeed in soccer and futsal.

NWT Soccer, in collaboration with its partners and members, strives to foster positive changes in the lives of residents of the Northwest Territories.

### **Position Overview**

The Executive Director is responsible for overall day-to-day operations of the organization and would be responsible for the organization of all technical development across the Territory.

### **Activities & Duties**

The Executive Director will be responsible for, but not limited to:

1. Member & Board Relations
  - Develop and document standard operating procedures to ensure consistency and continuity in program delivery to our members;
  - Organize and attend Annual General Meetings, Board Meetings, Committee Meetings;
  - Expand and develop relationships with individuals, groups, and organizations capable of contributing to the success of the organization; and,
  - Promote the value of NWT Soccer on behalf of its membership.
2. Financial Management
  - Oversee the financial status of the organization;
  - Ensure that financial and accounting functions are performed on a timely basis;
  - Ensure that all grant and funding applications and associated reports are prepared/reported on a timely basis; and,
  - Acquire sponsors and enhance partnerships.
3. Event & Program Coordination
  - Ensure the delivery of high-quality programs and services while managing current and future growth;
  - Oversee the development of players, coaches and referees (both soccer and futsal);
  - Organize and administer the NWT Futsal League, NWT Soccer Summer Camps and Active Start Festivals;
  - Select and support Team NT coaching staff for the Arctic Winter Games (AWG), North American Indigenous Games (NAIG) and Canada Summer Games (CSG); and,
  - Oversee team selection and training programs for all Team NT Soccer and Futsal teams.



## Qualifications

1. Education
  - Preference given to candidates with post-secondary degree in sport and recreation, business, event management or related field.
2. Knowledge, Skills & Abilities
  - Minimum 3 years' experience in sport or business administration in a leadership role;
  - Clear understanding of our governance model related to strategic and operational committees;
  - Knowledge of the political landscape of the communities in the NWT;
  - Knowledge/experience working in or with remote communities;
  - Proven problem solving and decision-making skills with an ability to think outside of the box, creating and offering effective solutions;
  - Excellent communication skills with a natural ability to connect with people;
  - Experience in pursuing sponsorship and maintaining on-going effective sponsor relationships; and,
  - Knowledge/experience of social media platforms, website management and creating electronic publications.
3. Proficiency in the use of technology, including but not limited to:
  - Office 365;
  - QuickBooks; and,
  - Social Media Platforms.
4. Additional Requirements
  - Satisfactory criminal records check, and vulnerable sector check required with application;
  - Standard First Aid Level 1, CPR & AED; and,
  - Attendance at evening and weekend meetings will be required.

Relocation allowance negotiable.

Application will close when suitable candidate has been found. *Only those selected for an interview will be contacted.*

Please send your cover letter and resume (with references) to: Bronwyn Rutherford-Simon, Executive Director at [executivedirector@nwtsoccer.ca](mailto:executivedirector@nwtsoccer.ca).