



*Excellence through Development*

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*President: Mike Synnuck*

## **Administrative Assistant at Lower Island Soccer Association**

### **What is the Lower Island Soccer Association?**

The Lower Island Soccer Association (LISA) is a key organization in the framework that enables and governs youth soccer on southern Vancouver Island. LISA is a district member of BC Soccer, itself a member of Canada Soccer. As a member of BC Soccer LISA has a responsibility to follow the policies, procedures, and rules established by BC Soccer, Canada Soccer and ultimately FIFA. LISA's mission is to foster youth soccer and support opportunities for long term player development through the support and delivery of member programming.

LISA administers the rules and regulations of youth soccer (players aged 18 and under) for its 11 Member Club Associations and their nearly 10,000 youth participants and provides the league infrastructure within which youth soccer is played. The 11 member clubs' territories extend from Greater Victoria to Duncan and the Cowichan Valley in the north, the Western Communities and Sooke in the west, and to Salt Spring Island, the outer Gulf Islands, and Thetis Island in the east. The district also administers an Island-wide competitive Spring League in conjunction with the Upper Island Soccer Association (UISA).

The Association is governed by a volunteer Board of Directors and supported by staff including a full-time Executive Director, Referee Development Officer, and part-time Scheduler. The LISA office is located in Langford, BC.

### **Position Description:**

Reporting to the Executive Director, the Administrative Assistant will provide administrative support across LISA's programs, leagues, and initiatives. This part-time position offers flexible hours (15–21 hours per week during the soccer season, September–May), with limited hours available in the summer months.

As a key point of contact for the organization, the Administrative Assistant plays an important role in supporting league operations, coordinating communications, and ensuring the smooth and efficient delivery of LISA's activities.

### **Roles & Responsibilities:**

- Provide support and oversight of the application of LISA leagues, Cup Play, and LISA Festivals
- Respond to both internal and external requests for information (via telephone and

email)

- Build and maintain LISA league schedules and oversee score recording and match result posting on LISA's bespoke scheduling software
- Manage and update electronic player registration, team declaration, and scheduling databases
- Support the LISA discipline process by tracking league discipline, scheduling hearings, and preparing materials for the LISA Discipline Committee
- Approve and sign youth to adult permit requests
- Attend and support LISA Festivals and Cup Finals as required (6-8 weekends per year)
- Attend and support LISA Club and Board meetings (1-2 weeknights per month)
- Draft various forms of communication memos, including social media, to provide information to member clubs and participants
- Additional duties as required

#### **Job Requirements:**

- Excellent communication skills, both verbal and written
- Excellent multi-tasking skills
- Ability to learn quickly and prioritize stakeholder requirements
- Ability to work under pressure and meet deadlines while maintaining strong attention to detail
- Professional, pleasant, and courteous with the ability to build relationships within the community.
- Demonstrated ability to work independently and in a team environment

#### **Qualifications:**

- A certificate or diploma in business or sport administration or related field from a recognized institution; or equivalent work experience
- Advanced use of Microsoft Outlook, Excel, Word, and Zoom Meetings
- Experience with WordPress (website), PowerUp (registration), Meta Business Suite (Social Media) systems an asset
- Background or experience in sports, physical education or sports administration. Strong understanding of the structure and complexities of youth soccer in Victoria an asset

- Must provide the results of a specified Criminal Record Check completed from an agency approved by LISA (LISA will provide access to online CRC application).
- Must have a valid Drivers License

**Job Type:**

- Part-Time, Permanent
- Hours: 15-21 hours per week during the soccer season, September - May, and limited hours June - August.
- Ideal candidate available Monday, Wednesday, Friday. The LISA Office hours of operation are typically 10:00am-5:00pm, Monday to Friday during the soccer season.
- Hours may be flexible and work-from-home opportunities may be available
- The dates and times for weekend festivals are typically the same dates from year to year and can be planned around.

**Compensation:** \$25.00 per hour

**Application Deadline:** Posting open until filled

Interested candidates should send a resume and cover letter to Stuart Bancroft at [executivedirector@lowerislandsoccer.com](mailto:executivedirector@lowerislandsoccer.com)

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