

# JOB POSTING

## Partnership Activation Specialist - Contractor

**Position Title:** Partnership Activation Specialist - Contractor  
**Position Term:** Contract – 4 month Summer  
**Location:** Vaughan, Ontario + Optional Hybrid  
**Reports To:** Manager, Marketing, Partnerships, and Events

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### Background:

Founded in 1901, Ontario Soccer is currently comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 6,000 match officials, as well as countless volunteers, parents and supporters encompassing a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our member District Associations, partners and other stakeholders. Ontario Soccer also operates the Ontario Player Development League (OPDL); the province's premier standards-based youth development program, as well as "Team Ontario", Ontario Soccer's provincial Xcel program. Ontario Soccer proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

The overall objective of Ontario Soccer as a hub for Coach, Match Official and Player Development is to be innovators and leaders in sport and to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for participants to excel and encourage inclusive community involvement at all levels.

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### Position Summary:

Ontario Soccer is inviting applications for the position of Partnership Activation Specialist Contractor. Reporting to the Manager of Marketing, Partnerships, and Events, this role is for those with a particular interest in event management, partner activations, and marketing campaigns.

Above all else, we are looking for a team player who will come to the table with a wide skill set, go-getter attitude, infectious enthusiasm and a constant appetite to learn and grow. The Ontario Soccer team culture is exciting and inviting – come see what we're all about!



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### Primary Duties and Responsibilities:

With the Manager of Marketing, Partnerships, and Events as their primary contact, the Ontario Soccer Partnership Activation Specialist Contractor will support the team in in the following areas:

### Event Management and Program Administration

- Plan and coordinate various partner activations and events (BMO, Circle K, and others);
- Promote and communicate events;
- Provide administrative support for pre and post-event activities;
- Manage and execute event day operations – predominantly summer weekends;
- Support relationships with internal and external stakeholders;
- Collaborate with additional staff or contractors as required;
- Social media and website content creation, as needed.
- Take special care of promotional equipment (canopy, banners, prizes, etc.);
- Oversee inventory and ordering of supplies when needed.

### Skills and Competencies

- People-oriented with an ability to interact with ease;
- Adaptable/flexible;
- Excellent verbal and written communication skills;
- Highly organized with great attention to detail;
- Ability to work under pressure, handling multiple priorities and deadlines;
- Able to cultivate and grow relationships with internal and external stakeholders and partners;
- Effectively takes initiative, can work independently, and demonstrates an enthusiastic approach to work;
- Sport/soccer experience (preferred).

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### Expectations

The Partnership Activation Specialist Contractor will:

- Be available to work starting June 1, 2025, ending August 31, 2025 (with potential for work May through September)
- Have a driver's license and provide their own transportation;
- Be available to work weekends throughout the summer;
- Be available during the week (optional, and determined during the selection process);
- Physical Considerations:
  - Able to carry up to 50 pounds of material
  - Comfortable standing for prolonged periods of time



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### Note:

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to time.

Ontario Soccer is committed to fostering an inclusive and accessible environment; as such, Ontario Soccer will consider applicants that meet the requirements and that reflect and support the diversity of the soccer community. Ontario Soccer is seeking to provide fair, equitable, and accessible opportunities for all employees and prospective employees. Accommodations during the application process are available upon request.

If you are interested in applying, please follow the link below to access our application portal. Please ensure all required sections are completed when submitting.

<https://ontariosoccer.jotform.com/cpeluso/contractor--partnerships-activation>

**Submission Deadline: Until Filled**

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



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