



CANADA SOCCER

237 rue Metcalfe Street
Ottawa, ON K2P 1R2

Membership Services Coordinator, System and Player Registration

Canada Soccer, the official governing body for soccer in Canada, is seeking a skilled and detail-oriented Membership Services Coordinator, System and Player Registration. This role is essential in supporting the administration of player registration and transfers along with ensuring compliance with both national and FIFA regulations.

Reporting to the Systems Manager and Player Registrar, the Coordinator will assist in the day-to-day operations of Canada Soccer Connect, serve as a point of contact for player registration inquiries, and support the processing of international player clearances. This individual will demonstrate exceptional communication skills and a thorough understanding of registration systems and regulations in a fast-paced, detail-oriented environment.

Your role will involve the following duties:

- assisting the Systems Manager/Player Registrar in managing the Canada Soccer Connect system and FIFA International Transfer Matching System (ITMS);
- serving as the primary contact for member associations and clubs regarding player registration processes and inquiries;
- supporting the processing of international player transfers and clearances in accordance with Canada Soccer and FIFA regulations;
- providing training and guidance to clubs and leagues in using the Canada Soccer Connect platform;
- collaborating with the Membership to ensure compliance with Canada Soccer's policies and procedures, particularly regarding international transfers;
- assisting with the management of Judicial Bodies, including case tracking and communication with committees contributing to the revision and development of policies and procedures to align with FIFA and Canada Soccer standards;
- supporting various administrative tasks such as organizing meetings, booking travel, and preparing reports; and
- coordinate delivery of out-of-Canada travel permits for Member Associations

The ideal candidate will possess a university degree in Sport Management or a related field, coupled with at least 2-3 years of experience in sports administration or membership services. Strong communication and organizational skills both written and verbal. Excellent organizational skills with the ability to manage multiple tasks and deadlines. Working knowledge of the FIFA Regulations On The Status and Transfer of Players. Proficiency in MS Office (Word, Excel, PowerPoint) and experience with online registration systems. Strong customer service orientation, with the ability to troubleshoot and problem-solve effectively.

This position offers a unique opportunity to contribute to the continued success and growth of soccer in Canada. If you are passionate about sport administration and have a deep understanding of the sports landscape, we encourage you to apply.

Please let us know your passion, excitement, and energy for the role by submit résumé, cover letter and salary expectations to careers@canadasoccer.com before February 21, 2025.

For Further details on the role please visit <https://canadasoccer.com/jobs/>

We thank you for your interest; however, only those selected for an interview will be contacted.



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Canada Soccer is the official governing body for soccer in Canada. In partnership with its members, Canada Soccer promotes the growth and development of soccer in Canada, from grassroots to high performance, and on a national scale.

Soccer is the largest participatory sport in Canada and is considered the fastest growing sport in the country. There are nearly 1,000,000 registered Canada Soccer active participants in Canada within 1,200 clubs that operate in 13 provincial/territorial member associations.

Our recruitment and selection processes and work environment are inclusive and barrier-free. Canada Soccer believes that a diverse team strengthens our organization.

Canada Soccer provides equal opportunity for all applicants and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences pardoned or suspended, marital status, family status, disability, or any other characteristic protected by local law. Self-identification by candidates in the process is completely voluntary. We welcome and encourage applications from people with disabilities.