

Job Posting

Every role at the Canadian Sport School Hockey League (“CSSHL”) has the opportunity to make an impact on the CSSHL’s mandate of being National Leaders in Education-Based Hockey. The Coordinator of Eastern Operations is responsible for helping manage and execute operations for the league’s eastern programs.

This is a virtual position with limited travel and entails evening, weekend and statutory holiday work.

Job Title: Coordinator, Eastern Operations
Job Location: Virtual, Eastern Canada based
Job Type: Contract Position (September 1, 2025 - March 1, 2026)
Closing Date: Until a Suitable Candidate is Found
Salary: \$30,000 contract

Key Responsibilities

- Assist the Chief Operating Officer and Manager of Eastern Operations with league requirements.
- As required, report to the Operations Committee on Eastern league operational items.
- Update and distribute CSSHL manuals as required.
- Track, inform and monitor programs/coaches/Hockey Canada Members of penalties and suspensions.
 - Act as the Discipline Committee Chair and responsible to convene a committee and supplemental discipline, if applicable.
 - Communicate with the Discipline Department of the respective Hockey Canada Member.
- Update the website to ensure correct stats are entered, maintained, and cross reference rosters across multiple platforms, maintain an updated schedule, and update scoring changes and penalties, as required.
- Communicate with Officials / Assignors and obtain referee reports when required, include the implementation of suspensions in the respective Hockey Canada Members tracking systems.
- Ongoing communication with member programs and coaching staff.
- Track non-CSSHL games (exhibition and tournament) for penalty tracking and suspensions.
- Assist the Manager of Eastern Operations in building regular season, showcase, and playoff schedules.

Education & Experience

- Minimum two (2) year business diploma or equivalent of education and experience
- Experience and/or background in a hockey environment
- Ability and willingness to travel (valid passport and driver's license)
- Successful completion of a criminal record check
- Bilingual (French and English)

Skills & Abilities

- Proficient in the use of Microsoft Office/Google (Word, Excel, PowerPoint, Outlook) and the ability to create documents and spreadsheets in an accurate and timely manner
- Experience in working remotely to obtain desired results
- Excellent written and oral communications skills
- Strong administrative, organizational and time management skills
- Must be able to work independently as well as with a team
- Flexible work schedule (days, evenings, weekends and statutory holiday's)
- Self-starter, dependable and capable of performing under pressure
- Ability to deal with difficult and ambiguous situations
- Experience in updating website content

About Us

The Canadian Sport School Hockey League (CSSHL) was established in 2009 and has grown to feature 37 accredited schools and 129 teams from British Columbia to Prince Edward Island and Idaho and Washington. The league was designed specifically for elite level student athletes, giving them the opportunity to focus on their education while increasing their skills on and off the ice and providing them with a high level of competition and exposure. Currently, the CSSHL includes eight different divisions at the U15, U17, U18 Male and U18 Female levels.

Applications

All applicants are asked to send their resumes and cover letters via email to careers@csshl.ca We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.