



Coordinator, Member Services

Permanent, Full-Time Position

Eastern Ontario Soccer (EOS)

Remote – must live in Eastern Ontario

Eastern Ontario Soccer (EOS) is the governing body for soccer in Eastern Ontario, supporting over 50,000 participants annually through its member clubs and leagues. Our mission is to 'Raise the Standard of Development—empowering players, coaches, match officials, and administrators to thrive.'

We are seeking a Member Services Coordinator to join our dedicated team on a permanent, full-time basis. This position is critical to delivering high-quality service to our members and ensuring seamless registration, permitting, and compliance processes across the district. The ideal candidate is a detail-oriented, tech-savvy professional with a service mindset and strong administrative skills, thrives in a fast-paced environment, remains calm under pressure, and can juggle multiple competing demands with grace and focus.

Key Responsibilities

- Review, process, and approve player, coach, and team registrations
- Administer player and team permits
- Approve and maintain records for club-hosted tournaments
- Verify coaching certifications and track compliance
- Support day-to-day administrative functions
- Support discipline administration and management
- Respond to inquiries from clubs and leagues in a timely, professional manner
- Contribute to ongoing improvements in member services and system processes

Qualifications

- Ability to remain composed under pressure and adapt quickly to shifting priorities
- Strong communication skills (written and verbal)
- Exceptional attention to detail and organizational skills
- Proven ability to work independently and manage multiple tasks
- Expertise in Microsoft Office and Google Workspace



- Professional integrity, accountability, and a strong work ethic
 - Enthusiastic, collaborative, and member-focused attitude
 - Familiarity with organized soccer or sports is an asset
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Additional Information

- Remote position; candidate must reside within the Eastern Ontario District
 - Must be available to work flexible hours, including some evenings and weekends as required (especially during the peak registration period of March and June)
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How to Apply

Please submit your resume and a brief cover letter to Katrina Martin, Manager, Member Services, at mgr@eosoccer.ca.

Application Deadline: *July 2, 2025*