



# CANADA SOCCER

237 rue Metcalfe Street  
Ottawa, ON K2P 1R2

## CANADA SOCCER JOB DESCRIPTION

**POSITION:** Operations Manager, Youth National Teams (YNT)

**REPORTS TO:** Director, National Team Operations

**LOCATION:** Preferred, Toronto or Ottawa. Travel as required.

### Overview

The **Operations Manager, Youth National Teams** ensures that the day-to-day operational environment for YNT players, coaches, and staff meets the highest standard of care for a world-class sports team. The position focuses on operational excellence to give the players, coaches, and team staff the best opportunity to optimize their performance.

### Position Summary

#### Working Relationships

Sporting Director, YNT Head Coaches, National Team Operations staff, Canada Soccer staff, External Service Providers and Consultants, FIFA, FIFA Member Associations, Concacaf

#### Scope of Services

- Manage all aspects of planning and execution of all team operations and logistics such as team travel, hotels, meals, security, training sites, and stadium requirements.
- Provide resources and support within budget to the coaching and medical staff to ensure the optimum technical preparation of the team.
- Liaise with the Director of National Team Operations and Youth National Team Head Coaches on all scheduling and team environment requirements and objectives.
- Provide logistical support to coaches engaged in scouting domestic and international games.
- Interface with foreign Federations and Embassies or Consulates on all operational details of away matches.
- Secure visas as needed for international travel.
- Secure player releases from foreign and domestic clubs before pre-determined FIFA deadlines for international friendlies, Concacaf and FIFA tournaments.
- Onboard and/or manage as necessary the deployment of network and full-time team staff in the camp including but not limited to Equipment Manager, Team Physician, Trainers, Massage Therapists, Security Officer, Chef, and Sports Psychologist.
- Partner with equipment staff to evaluate and deliver team equipment to players and team staff.
- Manage all aspects of delegation preparation, logistical planning, and compliance for FIFA World Cups, CONCACAF Regional Tournaments and additional projects as assigned.
- Facilitation of athlete support programs

#### Required Knowledge, Skills & Abilities

- Bachelor's degree or higher from an accredited post-secondary institution. A diploma in Sport Management is an asset.
- A minimum of 3 years of administrative experience operating as part of a high performing team.



## **CANADA SOCCER**

237 rue Metcalfe Street  
Ottawa, ON K2P 1R2

- Knowledge of international, Canadian, and provincial/territorial sport systems, as well as experience working with or at major Games, and international sporting events.
- Previous experience in managing a budget, and operations for an elite sports team.
- Demonstrated ability to foster positive working relationships with players, staff, and external partners.
- Computer proficiency related to Office 365.
- Strong attention to detail and analytical thinking.
- The ability to travel nationally and internationally.
- The ability to communicate in French or another language is an asset.

Please submit your résumé and expected salary expectations to Cathy Breda at [careers@canadasoccer.com](mailto:careers@canadasoccer.com) before **August 7<sup>th</sup>, 2025**.

Please note that only those candidates selected for a potential interview will be contacted.

*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.*