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| Position Title:       | League1 BC Operations Manager                  |
| Department:           | League1 BC                                     |
| Immediate Supervisor: | Executive VP, Soccer – Canadian Premier League |
| Start Date:           | Immediately                                    |
| FTE:                  | Contract                                       |
| Location:             | British Columbia                               |

### **LEAGUE1 BC – WHO WE ARE**

League1 BC (L1BC) is actively searching for an ambitious individual who is passionate about the sport of soccer and who wants to apply their knowledge and skills to the day-to-day management of British Columbia’s only standards-based, high-performance senior soccer league.

L1BC began play in 2022 and serves as an important piece of the Canadian soccer pyramid in British Columbia, offering a critical bridge for players, coaches and match officials to progress from the youth soccer to the professional levels of the sport. It is a founding member of League1 Canada, a national alliance of Canada’s existing provincial Division III Pro-Am men’s and women’s soccer leagues, alongside League1 Ontario, League1 Alberta and Ligue1 Québec.

L1BC is owned and operated by Canadian Soccer Business (CSB), an innovative partnership enterprise that also owns and operates the Canadian Premier League (CPL) and League1 Ontario. CSB is an engine of growth for Canadian soccer, representing the commercial inventory of several premier soccer properties in Canada, including Canada Soccer Women’s and Men’s National Teams and the CPL, in pursuit of the goal to build soccer greatness in the country.

With Canada hosting matches in the FIFA World Cup 2026™ with co-hosts Mexico and the United States and the growth of professional soccer, there has never been a better time to be involved in Canadian soccer!

We are an equal opportunity employer and value the diversity of the people it hires and serves. To us diversity means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

### **POSITION OVERVIEW – WHO YOU ARE**

The Operations Manager will oversee and manage the day-to-day business of L1BC, including directing and overseeing the allocation of financial, human, and physical resources, and ensuring appropriate controls are in place to manage risk and foster growth. The Operations Manager will also provide comprehensive and strategic direction to all L1BC resources and coordination of these resources provincially.

## **SCOPE OF RESPONSIBILITIES**

- Support the activities of the League1 BC Board of Directors, serving as non-voting Board Secretary.
- Serve as the primary point of contact for: all L1BC license holders; as the primary liaison between L1BC license holders and head office; and as the primary liaison between L1BC and BC Soccer.
- Participate in the development of annual L1BC budget (together with head office team) and responsible for management of the approved budget.
- With the support of head office staff, oversee all aspects of league administration and operations of League1 BC, including competition scheduling, player and team official registration oversight, discipline administration, standards compliance, match day coordination, ongoing updates to the L1BC Operations Manual and Discipline Code, training license holders on the COMET competition management system, etc.
- With the support of head office staff, secure and assign key service providers that will assist with the successful operation of L1BC within the established budget.
- Coordinate with BC Soccer's Referee Department to ensure Referee assignments are completed for all L1BC matches each season.
- Ensure regular communication and correspondence with all L1BC License Holders and other key stakeholders
- Chair all league meetings with League1 BC license holders.
- Coordinate, as needed, with CSB's Commercial Operations team to support and advance marketing and business development initiatives for L1BC and its License Holders.
- With the support of head office staff, plan and deliver all League1 BC hosted events.
- Support the league expansion process, as requested and required as well as supporting the onboarding of new license holders.
- Conduct ongoing standards compliance checks on license holders and deliver annual license holder compliance reports, to ensure they are meeting the league's minimum standards.
- Attend weekly meetings (remotely, via video conference) with head office staff, as well the occasional in person meeting, as required.
- Attend official L1BC matches, from time to time.
- Represent L1BC on the League1 Canada Women's Inter-Provincial Championship Competitions Committee.
- Provide support, as required, to the L1BC representative participating in the Telus Canadian Championships.
- Ensure strict adherence to L1BC rules, regulations and standards to ensure the integrity of the competition is never compromised.
- Ensure that L1BC operates in compliance with BC Soccer rules and regulations.
- Other duties and tasks as required

## **QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES, EXPERIENCE)**

### ***Job Specific Skills and Abilities:***

- A broad knowledge of soccer in Canada at the Provincial, National, and International levels
- Broad knowledge of the business and operations of soccer in Canada
- Strong leadership, interpersonal and administration skills are key.
- Budget management experience is an asset.

- Strong negotiation and facilitation skills
- High emotional intelligence
- Ability to clearly and confidently communicate (written and oral) as well as strong presentation skills
- Risk, legal, or insurance knowledge would be valuable.
- Able to interpret, prepare and adhere to rules and regulations to ensure league integrity

***Experience and Education:***

- Relevant work experience in the sports industry is a necessity. League management experience would be advantageous.
- Degree in Sports Management, Business Administration or Business Management is an asset.

***Other Considerations:***

- Proficiency in French and/or Spanish is a plus for any candidate
- We strive to create an appropriate work-life balance. This is a remote-work position but it will require the successful candidate to travel at times (within and outside British Columbia) and to work evenings and weekends as necessary.

***Compensation:***

- \$48,000 to \$54,000 per year (\$4000 to \$4500 per month)
- While the contract is for 12 months, the time commitment varies significantly between the pre-season/in-season period (February to August) and the off-season (September to January). The successful candidate will be expected to work 25-30 hours per week during the pre-season/in-season period. The required time commitment is significantly reduced during the off-season period (10-15 hours per week).

**CONTACT**

Please apply with a **cover letter and CV** and submit your application to the attention of Soccer Operations @ [careers@canpl.ca](mailto:careers@canpl.ca)

We'll hire the right candidate when we meet them.

*Canadian Soccer Business, League1 Canada, and League1 BC is an inclusive employer dedicated to building a diverse workforce. We encourage applications from all qualified candidates and will accommodate applicants' needs under the respective provincial human rights codes throughout all stages of the recruitment and selection process, to the point of undue hardship.*

*We thank all applications in advance for their interest; however, only those candidates selected for an interview will be contacted.*