



CMSA ESPORTS LEAGUE DEVELOPER/COORDINATOR

POSITION TITLE:	Esports League Developer/Coordinator
POSITION TERM:	Full-Time Summer Position starting between April 28 and May 6 for 14 to 16 weeks.
LOCATION:	Calgary, Alberta, Canada
REPORTS TO:	Marketing and Communication Manger
REMUNERATION:	\$20.00 Per Hour

ABOUT US

The Calgary Minor Soccer Association (CMSA) is a non-profit organization responsible for governing and organizing leagues, tournaments, and festivals, to grow minor soccer in Calgary. Representing 31 Member Clubs, CMSA is the largest sport organization in Calgary providing year-round activity for over 1,600 youth teams and approximately 25,000 players, in a fun, safe, and inclusive environment.

MISSION

Dedicated to working with our member organizations to develop, organize, and promote opportunities which allow all participants to achieve their full potential in a safe, meaningful, and inclusive environment.

VISION

Elevating and uniting our community through soccer.

POSITION SUMMARY

The Calgary Minor Soccer Association (CMSA) is seeking an outgoing individual to support the CMSA in developing the strategic implementation of an ESports League for its membership and new members.

This exciting position will report to the CMSA Technical Manager and will support the research, planning, implementation, and coordination of the CMSA ESports League, as well as tournaments and competitions associated with the CMSA ESports League hosted by CMSA.



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KEY RESPONSIBILITIES

The CMSA Esports League will need to be taken from concept to implementation through collaboration with numerous stakeholders. The Esports League Coordinator responsibilities will include:

- Researching best practices associated with implementing and coordinating Esports Leagues.
- Research technological infrastructure needed to deliver a superior participant experience.
- Research associations and organizations to partner with.
- Developing a cyber security and risk-management plan for participants.
- Preparing on-site activations with the Marketing and Communications department and Events and Tournaments Coordinator.
- Assessing the landscape to determine the strategic implementation of the CMSA Esports League to maximize membership uptake and enjoyment.
- Coordination of strategy through CMSA Member Clubs and local schools or other stakeholder groups.
- Work in collaboration with the Technical Manager, the Marketing Department, the Operations Manager, and the Executive Director to design sponsorship opportunities for the CMSA Esports League.
- Produce a final version of CMSA Esports League through beta testing and collaboration with stakeholders to launch Sept/Oct. 2023.
- Any additional projects assigned by CMSA.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Enrolled in, or completed, a post-secondary degree or comparable work experience.
- Event planning and organizing experience is an asset.
- Experience in a research role.
- Customer service experience and confidence in dealing with parents, coaches, referees, players, and club technical staff in a professional manner.
- A love of soccer and an understanding of CMSA programs and the soccer structure in Alberta and Canada would be considered an asset.



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- Demonstrated track record of project management from concept to execution.
- Demonstrate a history of prioritizing and meeting deadlines.
- Demonstrated ability to think critically and make sound decisions.
- Ability to influence and gain support from others through strong presentation and communication skills.
- Ability to work independently with minimal supervision.
- Approachable, adaptable, resourceful, and detail-oriented.
- Proficient with Microsoft Office applications, especially Excel, Outlook, PowerPoint, Planner, and Word.
- Proficient with gaming platforms and the online gaming experience.

SKILLS & REQUIREMENTS

- Must be between the ages of 15 and 30.
 - Must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c.27]*, and is legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students or people with a work visa are not eligible.
 - Must live in Alberta in order to attend an in-person interview in Calgary.
 - Strong communication skills.
 - Ability to follow directions.
 - Able to creatively solve problems on the fly.
 - Comfortable as part of a team but also confident to work independently.
 - Computer/Microsoft application knowledge is essential.
 - Video editing and tagging application knowledge is preferred.
 - A soccer background is essential.
 - Coaching qualifications and certification are preferred.
 - Customer service experience and confidence in dealing with parents, coaches, referees, players, and club technical staff in a professional manner.
 - Organized and able to multi-task.
 - Strong conflict resolution skills.
 - Orientation and training will take place upon starting the position.
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APPLICATION PROCESS

If you are interested in working with CMSA as the ESports League Developer/Coordinator, please email your **RESUMÉ AND COVER LETTER** telling us why you would be an amazing addition to our team to Careers@CalgaryMinorSoccer.com with the subject line **ESPORTS LEAGUE DEVELOPER/COORDINATOR**.

CMSA thanks all applicants for their interest in this job posting, however only those selected for an interview will be contacted. Interviews will be scheduled as quickly as possible based on all parties' availability. The expected start date will be between April 28 and May 6 and will be full-time for 14 to 16 weeks.

This position will be partially funded by a Canada Summer Jobs (CSJ) grant. In order to qualify for the subsidy, the successful applicant must be between the ages of 15 and 30 at the start of employment. They must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c.27], and is legally entitled to work according to the relevant provincial/territorial legislation and regulations. International students are not eligible.*

CMSA is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment regardless of race, religion, colour, national origin, gender, gender identity or expression, sexual orientation, genetics, or disability.

FINAL NOTE

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the successful candidate. The incumbent may be asked to perform other duties as assigned, and effectively manage their time to achieve the desired results. Some evening and weekend work may be required.

At the employer's expense, the successful candidate will also be required to complete a cleared ePIC, including vulnerable sector search, and complete any staff training as a condition of employment.
