



PETERBOROUGH CITY SOCCER ASSOCIATION

Special Projects Coordinator

Updated March, 2017

Reports to: PCSA Board of Directors

Position Summary: The Special Projects Coordinator assists the Board with identifying and applying for grants and other funding to support the club and special projects.

Duties & Responsibilities include, but are not limited to:

- Completion of grant or sponsorship applications through government and private sources
- Reporting to various levels of government and other organizations with respect to grant monies obtained, as required
- Review of applications with the Club Administrator and reporting to the Board when needed
- Develop policies and materials for the Club Excellence project
- Attend pertinent meetings with any funding bodies related to special projects and Club Excellence
- Serve as the lead with all special projects as required
- Attend PCSA monthly board meetings and the AGM

Qualifications: The successful candidate will have project management and administrative experience. Some computer skills, especially with Microsoft Office are a requirement. A current police check must be provided upon hiring.

Education: A completed High School diploma and some college or university education is preferred.

Compensation: This position carries a monthly honorarium commensurate with experience and current PCSA policies. Compensation will be adjusted when special projects and grant funding is obtained and requires administering.