



## **Ottawa Carleton Soccer League**

2451 Riverside Drive, Ottawa, Ontario K1H 7X7 tel: 613 233-4451  
web site: [www.ocslonline.ca](http://www.ocslonline.ca) fax: 613 233-6051 e-mail: [manager@ocslonline.ca](mailto:manager@ocslonline.ca)

### **OCSL - Social Media Administrator**

The Ottawa Carleton Soccer League (OCSL) is looking for a person to fill the full-time, short-term position of Social Media Administrator. It is desired that this person be a post-secondary student that will be returning to school in September and is under the age of 30. This person should be someone who can handle high-stress situation as well as be very detail oriented. This person should be able to work well in a team environment as well as independently.

#### **Responsibilities and Expected Tasks:**

- Design and implement social media strategy to align with business goals
- Generate, edit, publish engaging content daily (e.g., photos, video, news, etc.)
- Communicate with followers, respond to queries in a timely manner
- Implement new features to develop brand, like promotions and competitions
- 37.5 hours/week, Monday through Friday
- Start/end time will change between 9:00am-5:00pm, 12:00-8:00pm and 3:00-11:00pm
- First half of day will be spent creating content, the other half will be spent on field
- Access to a car and phone (compensated for both)
- Some office administrative tasks as required (answering phones, responding to emails)

#### **Qualifications:**

- Post-secondary student
- Sport experience preferred
- Experience as a social media manager preferred
- High attention to detail
- Excellent verbal and written skills
- Excellent customers service skills
- Ability to deliver creative content (text, image and video)

#### **Compensation and Working Conditions:**

This is a full-time, short-term position. The successful candidate will be expected to work 37.5 hours a week. This position is predominantly remote; however, the candidate will be expected to come into the office for one week of training, and once a week over the course of the summer. The wage will be \$17.20 per hour.

Employees will need access to a cell phone. The OCSL will pay 75% of the employee's phone bill for the duration of time employed if the employee's phone is used for work. This amount will be paid monthly.



## **Ottawa Carleton Soccer League**

2451 Riverside Drive, Ottawa, Ontario K1H 7X7 tel: 613 233-4451  
web site: [www.ocslonline.ca](http://www.ocslonline.ca) fax: 613 233-6051 e-mail: [manager@ocslonline.ca](mailto:manager@ocslonline.ca)

The successful candidate will need access to a vehicle. The OCSL will pay \$0.61/km of the employee's mileage when driving to and from work related games and/or events. This amount will be paid monthly.

The anticipated start date is Monday, May 12. The successful candidate will be expected to work until the end of August.

### **Application Process:**

Applications are due by Friday, May 2 at 5pm.

To apply, please submit your resume to:

Ottawa Carleton Soccer League  
[admin@ocslonline.ca](mailto:admin@ocslonline.ca)

Please put the job title in your subject line. No phone calls or drop ins.

*We thank all applicants, but only selected for interviews will be contacted. Interviews will be held virtually via Zoom.*