



The Newfoundland and Labrador
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NLSA Logistics & Events Coordinator – BMO *Girls Play* NL Project (Summer 2026)

Organization: Newfoundland and Labrador Soccer Association (NLSA)

Project: BMO *Girls Play On* Initiative

Location: St. John's, NL (with travel across the province as required)

Term: Summer 2026 (Approx. June–August)

Reports To: Executive Director/Finance & Admin Coordinator

Hours: Full-time, term position (evenings/weekends as required)

Position Overview

The Logistics & Events Coordinator will support the successful delivery of the BMO *Girls Play NL* initiative, a provincial activation aimed at increasing participation, visibility, and engagement of girls in soccer throughout Newfoundland and Labrador. This role will be central to planning, coordinating, and executing events, sessions, and community outreach activities across the province.

The ideal candidate is highly organized, adaptable, comfortable working in a fast-paced environment, and passionate about creating positive sport opportunities for girls.

Key Responsibilities

Event Coordination & Delivery

- Plan and execute all BMO *Girls Play NL* events, activation days, club engagement & scheduling, event preparation and outreach initiatives.
- Coordinate event logistics (club alignment, participant registration, venue booking, equipment preparation, scheduling, permits, signage, event kits).
- Work closely with Member Clubs, and local partners to support event delivery.



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- Oversee event setup and teardown; ensure brand standards and atmosphere align with BMO and NLSA expectations.
- Track participation numbers and event outcomes for reporting.

Program Logistics

- Manage scheduling, travel, equipment distribution, and inventory for the events
- Coordinate travel for NLSA staff, ambassadors, and contracted facilitators.
- Ensure all equipment and event materials are transported, stored, and maintained properly.
- Prepare and manage checklists, packing lists, and event-day documentation.

Communications & Partner Support

- Serve as a key point of contact for clubs, community partners, and parents with logistics-related questions.
- Assist in producing participant information packages, event briefs, and community notifications.
- Collaborate with the Admin & Finance Coordinator on event promotion, storytelling opportunities, and social media integration.

Branding & Sponsorship Activation

- Ensure BMO branding, signage, and promotional materials are present and properly displayed at all events.
- Assist in capturing photos, participation data, and qualitative feedback for reporting purposes.

Administration & Reporting

- Maintain detailed records of events, attendance, expenses, and inventory.
- Assist with post-event evaluations and final project reporting.
- Monitor budget allocations related to logistics, travel, and event delivery.
- Provide weekly updates to the Project Leads.

Qualifications & Skills

- Post-secondary education in sport management, event management, recreation, business administration, or a related field (students eligible).
- Experience coordinating events, camps, community programs, or sport initiatives.



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- Strong organizational skills with excellent attention to detail.
- Ability to work independently and manage multiple priorities.
- Strong communication and interpersonal skills.
- Comfortable working with youth and diverse community groups.
- Proficient with Google Workspace and basic project management tools.
- Must have a valid driver's license and access to a reliable vehicle (mileage reimbursed).
- Ability to lift and transport event equipment (up to ~30 lbs).
- Knowledge of soccer in NL is considered an asset but not required.
- Must be available to work after typical office hours and weekends when required.

Key Attributes

- Passion for empowering girls and growing sport participation.
- Positive, energetic, and solutions-focused.
- Comfortable with travel as part of job requirements.
- Team-oriented with a collaborative mindset.

Compensation

- Competitive summer term wage based on experience.
 - Travel and work-related expenses covered according to NLSA policies.
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How to Apply

Interested applicants should submit a resume and brief cover letter outlining their relevant experience to jobs@nlsa.ca by **May 10th**. Please include *"Logistics & Events Coordinator – BMO Girls Play NL"* in the subject line.