



Job Title: Contractor, Events & Competitions

Organization: Football Canada

Location: Remote/Hybrid. Travel required for events & as necessary.

Reports To: Manager, Events & Competitions

Term: April - August, 2026

Time Commitment: Full Time - Contract

Compensation: \$16,000

About Football Canada: Football Canada is the national governing body for amateur football in Canada, responsible for organizing, promoting, and developing tackle, flag, and touch football programs across the country. Football Canada oversees national competitions, championships, and international events while supporting the growth of the sport at all levels.

Position Summary: The Events and Competitions Contractor will support the planning, coordination, and execution of Football Canada's events and national competitions. This position will provide leadership on-site during events, coordinate stakeholders, scheduling, operations and logistics for the Football Canada events.

The position will work closely with Football Canada staff and provincial partners, assisting with day-to-day operational needs leading up to and during spring and summer events.

Key Responsibilities

Event & Competition Operations

- Assist with planning and coordination of Football Canada events and competitions
- Support event logistics, timelines, and operational checklists
- Assist with accreditation, registration, and participant communications
- Enforce event due dates and team deadlines
- Provide remote and/or on-site support during competitions and events
- Support post-event wrap-up, reporting, and evaluation

Event Marketing & Promotion

- Assist in the development and implementation of marketing strategies to promote Football Canada's programs, events, and initiatives.
- Collaborate with other FC Staff to keep event related website pages updated
- Assist with the implementation of deliverables for event/organization sponsors



Competition Administration

- Support competition schedules, draw sheets, and results tracking
- Assist with team, official, and provincial sport organization communications
- Help manage data related to events, rosters, and competition outcomes

General Support

- Assist with administrative tasks related to events and competitions
 - Support special projects as assigned by the Events and Competitions team
 - Other duties as required
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Qualifications & Skills

- Graduate in Sport Management, Event Management or a related field
 - Strong organizational and time-management skills
 - Excellent written and verbal communication skills
 - Bilingual (English/French) is considered an asset
 - Ability to manage multiple tasks and deadlines in a fast-paced environment
 - Proficiency with Microsoft Office (Word, Excel, Outlook)
 - Google Workspace experience is an asset
 - Interest in sport events, competition operations, and football (asset)
 - Ability to travel within Canada and be on-site for the entirety of events
 - Ability to work evenings and weekends during event periods (as required)
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How to Apply

Submit the following to Mark Kellington - mkellington@footballcanada.com

- A resume
- A brief cover letter outlining interest in the role and availability

- Application deadline: Sunday, March 29th, 2026
- Expected Start Date: Monday, April 20th, 2026

We thank everyone for their interest, but only those chosen for an interview will be contacted.

Football Canada is an equal opportunity employer and encourages applications from all qualified candidates.