

Temporary Contract Position: Office & Administrative Support

Position Description — Youth / Student Contract

Issued: July 2026

ABOUT CALGARY UNITED SOCCER ASSOCIATION

Calgary United Soccer Association (CUSA) is Calgary’s only sanctioned non-profit adult soccer league organization, established in 1980 through the amalgamation of the Calgary Men's Soccer League and Calgary United Soccer. Today, CUSA proudly serves over 600 teams and more than 9,000 registered adult players, coaches, and officials through men's, women's, co-ed, and futsal programs — with both indoor and outdoor seasons offered each year. Located at Suite 180, 4000 Glenmore Court SE, Calgary, AB, CUSA is committed to bringing the community together for the love of the game, fostering an inclusive and competitive soccer environment for all participants. At CUSA, we believe sport is a powerful connector — and everything we do is guided by that community-first mission.

POSITION OVERVIEW

Position Title	Administrative & Data Support Assistant (Temporary Contract)
Position Type	Temporary Contract – Youth / Student
Location	In-office — Suite 180, 4000 Glenmore Court SE, Calgary, AB
Start Date	Immediately (upon hiring)
Duration	Guaranteed minimum 2 months, with potential for extension
Compensation	\$17.00 – \$19.00/hour (commensurate with experience)

Position Title	Administrative & Data Support Assistant (Temporary Contract)
Training	Full training provided

This is a short-term contract opportunity ideally suited for a youth or post-secondary student looking to build hands-on administrative experience within a sport and non-profit organization environment. The successful candidate will support CUSA's day-to-day operations by taking on key administrative duties, including data entry and email correspondence management. It is a great entry point for someone eager to develop practical office skills while contributing to a meaningful, community-driven organization.

KEY RESPONSIBILITIES

Gamesheet Data Entry

- Accurately enter and maintain game result data from soccer game sheets into CUSA's league management system.
- Review game sheets for completeness and flag any discrepancies for follow-up.
- Maintain organized records, ensuring data accuracy and timeliness throughout each entry cycle.

Inbox Monitoring & Correspondence (info@cusa.ab.ca)

- Monitor CUSA's general email inbox on a regular and timely basis.
- Respond to routine inquiries from players, teams, coaches, and the public in a professional and helpful manner.
- Escalate complex or urgent matters to the appropriate staff member promptly.

Additional Administrative Tasks as Assigned

- Support office staff with general administrative duties as required.
- Assist with filing, data organization, and other operational tasks as needed.

QUALIFICATIONS & SKILLS

- Currently enrolled in or recently graduated from a high school, college, or university program.
- Strong written communication skills with the ability to compose clear, professional correspondence.
- Attention to detail and comfort working with data entry tasks.
- Ability to manage email correspondence in a professional and courteous tone.
- Basic computer proficiency, including email, spreadsheets, and data entry applications.
- Self-motivated and able to work independently with minimal supervision.
- Interest in soccer or sports administration is an asset, but is not required.

WHAT WE OFFER

- Paid hourly contract at \$17.00–\$19.00/hour.
- In-office work environment within a friendly, sports-oriented non-profit organization.
- Full training and onboarding support provided from day one.
- Hands-on experience in sports administration and non-profit operations.
- A guaranteed two-month contract, with potential for extension based on organizational needs.

HOW TO APPLY

Interested applicants are invited to submit a resume and a brief cover letter by email to stacey@cusa.ab.ca with the subject line "**Administrative Support Assistant – Application.**" Calgary United Soccer Association thanks all applicants for their interest in this opportunity; please note that only those selected for an interview will be contacted. We encourage applications from all individuals who meet the qualifications and welcome applicants from diverse backgrounds.

To apply: Email your resume and cover letter to stacey@cusa.ab.ca — Subject: "**Administrative Support Assistant – Application**"

Calgary United Soccer Association | info@cusa.ab.ca | cusa.ab.ca | 403-270-0363

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