

Position Title: Team Operations Coordinator

Department: Soccer Operations

Location: Ottawa, ON

Reports To: General Manager and C-Suite Executives

Position Overview:

Atlético Ottawa is seeking a detail-oriented and proactive Team Operations Coordinator to support the daily operations of the club's first team. The successful candidate will play a key role in team logistics, travel coordination, administrative processes and match day operations. This role serves as a vital link between the technical staff, players, and various departments across the organization to ensure smooth, efficient execution of all soccer-related initiatives.

Key Responsibilities:

- **Team Logistics & Travel Operations**

- Coordinate travel arrangements including flights, accommodation, meals, snacks, ground transportation and other team service's needs.
- Support the construction of detailed itineraries and manage real-time schedule adjustments and team requirements as needed.
- For away matches, liaise with opposition clubs and league officials as well as coordinate all required arrangements for team travel, including airport logistics, training, accommodation, meals and transportation.
- Serve as the liaison between the coaching staff and third parties for the scheduling of training sessions, activities, and/or matches, always in communication with the General Manager

- **Administrative Duties & Financial Coordination**

- Support the finance team with expense tracking, invoice processing, and budget reconciliation for soccer operations and other club departments.
- Manage purchasing and procurement for team-related needs, including equipment, nutritional and office supplies.
- Maintain accurate records of transactions and vendor communications.
- Manage employees' reimbursements with the financial department.

- **Match Day Operations**

- Assist in organizing pre- and post-match logistics including locker room setup, snacks, team equipment as well as liaising with opposition team and tournament officials.
- Collaborate with stadium personnel to ensure match day requirements are met.
- Serve as a point of contact for technical staff on game days, training sessions and other team service's needs required.

- **Cross Departmental Coordination**

- Facilitate player appearances at Club and community events in collaboration with marketing, partnerships, sales and and community relations teams.
- Coordinate internal communications across departments to align operational needs and timelines.
- Act as support for special projects and initiatives tied to all soccer operations.
- Other duties may be assigned that are not listed in the job description.

Qualifications:

- Minimum 2 years of experience in sports operations, team logistics, sports organizations or entertainment settings, especially in lean or growing structures, is highly valued.
- Strong organizational and multitasking skills with keen attention to detail.
- Ability to work flexible hours, including evenings, weekends, and travel as required.
- Comfortable working in a dynamic, fast-paced environment.

Education:

- Bachelor's degree in business administration, Marketing, Sports Management, or related fields.

- Postgraduate studies are considered an asset.

Skills:

- Strategic vision with strong execution capabilities.
- Proven leadership and team-building abilities.
- Excellent interpersonal and communication skills.
- Proficiency in M365 tools and platforms (Word, Excel, Outlook email, etc.).
- Fluency in English is required; French and Spanish are a plus.

Atlético Ottawa believes that diversity and inclusion strengthen our organization and are committed to providing equal employment opportunities to all individuals, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability, genetic information, protected veteran status, or any other characteristic protected by law.

Join the defending 2025 CPL Champions team and become part of the Atleti family, where we elevate the game and inspire greatness in Canada's national capital.

This position offers an annual salary range of \$48,000 to \$52,000 CAD, depending on the candidate's level of experience.

Please submit your cover letter and resume to careers@atleticoottawa.club before March 20, 2026 at 5:00 PM EST