



Job Opening: Administrative Support – Summer Student

Prince Edward Island Soccer Association

The Prince Edward Island Soccer Association is seeking a motivated and organized Administrative Support Summer Student to join our team for the 2026 summer season. This position is ideal for a post-secondary student who enjoys working in a dynamic sport environment and contributing to the success of soccer programs across the province.

Position Details

- **Employment Type:** Full-time Summer Student
- **Schedule:** Monday to Friday (primarily daytime hours)
 - Some evenings and weekends required to support Camps and Provincial Playoffs
- **Location:** Charlottetown, PEI
- **Duration:** 12 weeks - to end of August

Key Responsibilities

- Provide day-to-day administrative support to PEI Soccer staff and programs
- Assist with communication, scheduling, and event coordination
- Support registration, data entry, and document organization
- Help deliver operational needs for summer camps and provincial competitions
- Provide front-line support to members, clubs, and partners

Required Qualifications

- Must be a currently enrolled post-secondary student
- Basic understanding of the game of soccer
- General knowledge of Prince Edward Island geography
- Strong communication and organizational skills

Technology Skills

- Required:
 - Google Suite (Docs, Sheets, Drive)
 - Microsoft Office
 - Email communication

- Considered an asset:
 - RAMP Interactive
 - Canva
 - Social Media Platforms

How to Apply

Please email your resume to: **admin@peisoccer.com**

Applications will remain open until the position is filled.