



CANADA SOCCER

237 rue Metcalfe Street
Ottawa, ON K2P 1R2

CANADA SOCCER JOB DESCRIPTION

Title: Senior Manager, People and Culture

Department: Administration

Reports To: COO and CFO

Location: Toronto/Ottawa

Type: Full-Time

Job Summary

As the People & Culture resource within Canada Soccer, the Senior Manager, People & Culture works closely with the leadership team and managers as a trusted advisor and implementor on all people management priorities and objectives.

The Senior Manager, People & Culture will advance business strategy by leading impactful people and culture initiatives and ensuring excellence in execution.

The Senior Manager, People & Culture will play a pivotal role in shaping the organization's future through strategic and operational leadership of people and culture initiatives.

Responsibilities:

- Lead the execution of and support management and leaders on a variety of people & culture initiatives, including:
 - Learning and development
 - Performance management
 - Talent management
 - Employee engagement
 - Employee recruitment and retention
- Total rewards / compensation strategies
- Proactively build relationships with the leadership team and employees, developing trust and credibility within the organization.
- Manage employee discipline and related matters.
Play a leadership role to support the alignment of business strategy with People & Culture services and solutions.
- Administer, manage and optimize the employee benefits program for Canada Soccer.
- With input of stakeholders, develop and execute the People & Culture business plan including managing the People & Culture budget.
- Other duties as required

Qualifications:

- 5+ years of progressive HR experience
- Post-secondary education in HR Management or Business. CHRP designation is an asset.
- Demonstrated ability to design and launch people & culture strategies from the ground up.
- Able to work in an environment which is high volume and with competing demands. Able to prioritize and execute strategic initiatives while managing day-to-day workload.
- Knowledge of ESA and ability to manage employee relations within context of ESA and bring to successful resolution



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- Ability to build relationships and develop trust and credibility with employees at all levels of the organization.
- Excellent communication and interpersonal skills.
- Working knowledge of HR systems and applications, including BambooHR, is an asset.
- Proficient in MS Office.

Competencies

Leadership

Able to influence, coach and mentor team members to deliver their best work, without direct reporting relationship.

Deliver Results

Aggressively pursues challenging goals and objectives; will put in time and effort to accomplish objectives; takes a highly focused, goal driven approach toward work.

Problem Solving

Finds solutions to issues that arise, whether simple or complex. Sees and is able to define problems and finds causes.

Prioritization

Determines necessary sequence of activities and the appropriate level of effort or resources needed to achieve short and long term goals.

Communication

Conveys and exchanges thoughts, opinions, or information verbally or in writing effectively. Shares information with and receives information from stakeholders using oral, written and interpersonal communication skills.

Initiative

Assesses and initiates things independently.

How to Apply:

Please apply through the following link [Senior Manager, People and Culture](#) before October 17th, 2025.

Please note that only those candidates selected for a potential interview will be contacted.

Canada Soccer is the official governing body for soccer in Canada. In partnership with its members, Canada Soccer promotes the growth and development of soccer in Canada, from grassroots to high performance, and on a national scale.

Soccer is the largest participatory sport in Canada and is considered the fastest growing sport in the country. There are nearly 1,000,000 registered Canada Soccer active participants in Canada within 1,200 clubs that operate in 13 provincial/territorial member associations.

Our recruitment and selection processes and work environment are inclusive and barrier-free.

Canada Soccer believes that a diverse team strengthens our organization.

Canada Soccer provides equal opportunity for all applicants and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences pardoned or suspended, marital status, family status, disability, or any other characteristic protected by local law. Self-identification by candidates in the process is completely voluntary. We welcome and encourage applications from people with disabilities.