
Position Title: PPL Manager and SSA Operations Coordinator

Terms of Employment: Fulltime

Location: Saskatoon or Regina

Reports to: PPL Governance Committee & SSA Executive Director

Closing date: October 20, 2026

General Role and Responsibilities

The PPL Manager & SSA Operations Coordinator will primarily lead the day-to-day administration, coordination, and growth of the Prairies Premier League (PPL), while supporting Saskatchewan Soccer Association (SSA) events, programs, and initiatives in the PPL offseason.

The successful candidate will be highly organized, proactive, and relationship-oriented, with strong communication and event management skills. This position will play an important role in delivering a high-quality PPL experience for clubs, players, staff, partners, and fans, while supporting the administration, marketing, sponsorship, and event operations of SSA programs. The SSA is a membership-based, non-profit organization incorporated for the purpose of governing the sport of soccer in the Province of Saskatchewan.

Key Responsibilities

PPL:

- Lead the day-to-day administration and coordination of the Prairies Premier League.
- Serve as a primary point of contact for PPL clubs, staff, officials, partners, and stakeholders.
- Coordinate the PPL annual calendar, including league operations, meetings, events, and key deadlines.
- Support PPL club onboarding, registration, compliance, scheduling, and operational requirements.
- Maintain and update PPL policies, procedures, manuals, and operational resources.
- Monitor deadlines and ensure clubs and stakeholders meet league requirements.
- Support the planning and delivery of PPL game-day operations and special events.
- Assist with league expansion, club development, and other strategic PPL initiatives.
- Support the development and implementation of PPL sponsorship and revenue-generating opportunities.

PPL Marketing, Sponsorship & Social Media:

- Develop and execute the PPL marketing and communications plan.
- Manage PPL social media platforms and develop engaging, timely, and consistent content.
- Coordinate game-day, league, club, player, and partner content.

- Support the development and execution of PPL campaigns, promotions, and fan engagement initiatives.
- Build and maintain relationships with PPL sponsors and partners.
- Coordinate sponsorship activation, deliverables, signage, promotions, and reporting.
- Work with external marketing, communications, and creative providers when required.

SSA Operations:

- Support the planning and delivery of SSA competitions, events, and other organizational initiatives.
- Assist with the development and coordination of SSA event calendars.
- Support event logistics, registration, staffing, facilities, equipment, communications, and on-site operations.
- Assist with budget development, tracking, and reconciliation for assigned events.
- Perform other duties as assigned.

Qualifications

The successful candidate will have at a minimum:

- Strong organizational and time-management skills, with the ability to manage multiple projects and deadlines.
- Experience coordinating sports programs, leagues, competitions, events, or similar activities.
- Strong written and verbal communication skills.
- Strong relationship-building and interpersonal skills with the ability to work effectively with clubs, athletes, coaches, sponsors, volunteers, and other stakeholders.
- In-Depth experience with social media management and digital content creation.
- Strong computer skills and proficiency with Microsoft Office/Microsoft 365.
- Experience working with sponsors, partners, or marketing initiatives is an asset.
- Strong problem-solving and conflict-resolution skills.
- Ability to work flexible hours, including evenings and weekends when required.
- Willingness to travel within Saskatchewan and, when required, to other PPL locations (Winnipeg and Thunder Bay). Travel to these locations would be for league finals if applicable or for special events.
- Knowledge of the soccer landscape in Saskatchewan and Canada is an asset.
- Post-secondary education in sport management, kinesiology, marketing, communications, business, or a related field is an asset; equivalent relevant experience will be considered.

Other Requirements

The successful candidate must be bondable for a minimum of \$100,000 to comply with Sask Sport funding requirements and is required to submit a criminal record check.

Please submit resume, including references and salary expectations to: Executive Director, Steven Porter at s.porter@sasksoccer.com by October 20, 2026.