MANAGER OF EVENTS

Position: Manager of Events

Organization: Football Ontario

Reports To: Director of Operations

Employment Type: Full-Time, 1-Year Contract (January 4, 2027 – January 3, 2028)

Location: Remote (must reside in Ontario), with required in-person attendance at Football Ontario events across the province

Salary: $40,000–45,000 annually, plus three weeks of vacation and mileage reimbursement for event travel

Application Deadline: Wednesday, November 25, 2026 at 11:59 p.m. ET

This posting is for an existing vacancy.

ABOUT FOOTBALL ONTARIO

Football Ontario is the Provincial Sport Organization responsible for the growth, development and promotion of football across Ontario. Supporting more than 30,000 registered athletes, 80+ member organizations and thousands of coaches, officials and volunteers, Football Ontario delivers programming across tackle, flag and high-performance football.

Our annual event calendar includes provincial and national championships, Team Ontario identification and selection events, training camps, combines, clinics, development programs and partner activations throughout the province.

POSITION OVERVIEW

Football Ontario is seeking an organized, adaptable and motivated Manager of Events to plan, coordinate and deliver Football Ontario events and competitions across Ontario. This is a one-year contract position.

The Manager of Events will independently lead assigned events from initial planning through on-site execution and post-event evaluation, while working closely with the Director of Operations and other staff on larger events and organizational priorities.

This is a remote role with significant in-person event responsibilities. Regular travel, evening and weekend work, and extended event days are part of the position.

KEY RESPONSIBILITIES

Event Planning & Delivery

- Plan and deliver assigned Football Ontario events, including provincial championships, Team Ontario events, combines, camps, clinics, tournaments and special events.
- Develop event plans, timelines, checklists, operational documents and contingency plans.
- Coordinate facilities, fields, accommodations, transportation, meals, equipment, signage, awards and event materials.
- Lead event setup, registration, competition operations and teardown.
- Troubleshoot event-day challenges and escalate significant issues to the Director of Operations.
- Support the logistics and delivery of Team Ontario identification events, selection camps, training camps and championship programming.

Competition Scheduling & Registration

- Build tournament schedules, competition formats, brackets and event-day timelines that account for field availability, rest periods and competition regulations.
- Revise schedules as needed due to weather, facility issues or other circumstances, and distribute final schedules to teams and stakeholders.
- Use TeamLinkt to manage event registration, rosters, eligibility verification, schedules and results.
- Answer event-related registration questions from teams and member organizations.

Team, Member & Stakeholder Support

- Serve as the primary operational contact for participating teams at assigned events.
- Prepare and distribute schedules, technical information, arrival instructions, facility details and timely operational updates (including weather and schedule changes).
- Support member leagues and clubs with event planning, tournament formats, scheduling, logistics and best practices, and share Football Ontario event templates and resources.
- Help member organizations understand applicable Football Ontario policies, procedures and competition requirements.
- Work with Football Ontario communications staff to ensure event information is accurate and distributed on schedule.
- Represent Football Ontario professionally at events and meetings.

Volunteers, Staff & On-Site Operations

- Determine volunteer needs for assigned events and lead volunteer recruitment, scheduling, communication, orientation and recognition.

- Supervise and direct interns, temporary event staff and volunteers on site.
- Manage venue setup, field preparation, registration areas, team check-in, signage and competition spaces.
- Serve as an on-site point of contact for teams, officials, staff, volunteers, facilities and vendors.

Equipment, Signage, Awards & Vendors

- Maintain an accurate inventory of Football Ontario event equipment, supplies and reusable signage, and track its use and return.
- Coordinate the transportation, storage, loading and unloading of event equipment.
- Order event signage, banners, branded materials, medals, trophies and other awards, confirming specifications and meeting production timelines.
- Work with municipalities, universities, schools and private facilities on event requirements.
- Obtain quotes from and coordinate with vendors and suppliers, ensuring agreed requirements and timelines are met.

Budget, Risk Management & Reporting

- Assist with developing and managing assigned event budgets, and support post-event reconciliation and financial reporting.
- Implement Football Ontario safety, risk management, Safe Sport and emergency action procedures at events.
- Ensure event operations comply with Football Ontario and Football Canada policies, eligibility and screening requirements.
- Document and escalate incidents in accordance with organizational procedures.
- Lead post-event debriefs, collect stakeholder feedback, and update templates and checklists based on lessons learned.
- Maintain organized event files and complete post-event reports.

QUALIFICATIONS

Required

- Post-secondary education in Sport Management, Recreation, Event Management, Business Administration or a related field, or an equivalent combination of education and experience.
- 1–3 years of experience in sport events, recreation, tournaments, competitions or event operations.
- Demonstrated ability to manage multiple events and priorities at the same time.
- Strong organizational, planning, time-management and problem-solving skills, with close attention to detail.
- Strong written and verbal communication skills.

- Ability to work independently in a remote environment while staying responsive and accountable.
- Proficiency with Microsoft Office and/or Google Workspace.
- Valid driver's licence and access to a reliable vehicle, as the role requires travel throughout Ontario and transporting event equipment.
- Ability to work evenings, weekends and extended hours based on the event schedule.

Considered an Asset

- Experience with a Provincial or National Sport Organization, or with sport clubs, leagues or member-based organizations.
- Experience delivering provincial, national or large-scale sport competitions.
- Experience in football, flag football or another amateur sport.
- Experience building tournament schedules and competition brackets.
- Experience with TeamLinkt or similar sport registration and competition management software.
- Experience recruiting and supervising volunteers, interns, students or temporary event staff.
- Experience with event inventory, signage, awards or vendor management.
- Knowledge of the Canadian amateur sport system, Safe Sport practices and the National Coaching Certification Program (NCCP).
- Current First Aid/CPR certification.

THE IDEAL CANDIDATE

- Thrives in a fast-paced sport environment and stays calm and solutions-focused when plans change.
- Takes ownership and follows projects through to completion.
- Balances detailed administrative work with hands-on event delivery.
- Builds strong relationships with athletes, coaches, parents, volunteers, members and partners.
- Is willing to pitch in wherever needed to help Football Ontario events succeed.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

This is a remote position with significant in-person event responsibilities. Events frequently take place on evenings and weekends and may involve extended hours. Football Ontario provides time in lieu / flexible scheduling for event weekends and extended event days.

The position requires, with or without reasonable accommodation:

- Extended periods working outdoors in varying weather conditions.
- Long event days, including extended periods standing or walking.
- Regular travel throughout Ontario, including occasional overnight travel.
- Loading, unloading and moving event equipment and supplies weighing 50+ pounds

- Setting up and tearing down event spaces, registration areas and field equipment.

COMPENSATION & BENEFITS

- Salary range of $40,000–45,000 annually, based on experience and qualifications.
- Three weeks vacation
- Work from home
- Mileage and approved travel expenses reimbursed in accordance with Football Ontario policy.

CONDITIONS OF EMPLOYMENT

- Satisfactory Vulnerable Sector Check.

OUR COMMITMENT TO INCLUSION

Football is a sport for everyone, and we want our team to reflect the athletes, coaches, officials, volunteers and communities we serve across Ontario. Football Ontario is committed to a safe, respectful and inclusive workplace where every staff member is treated with dignity, feels a sense of belonging and has the support they need to do their best work.

We value different perspectives and lived experiences, and we know they make our events and programs better. We welcome applications from all qualified candidates, including Indigenous peoples, Black and racialized people, women, persons with disabilities, 2SLGBTQIA+ people, and people of all ages, backgrounds and identities.

Our workplace is guided by Safe Sport principles. All staff are expected to help create environments, in the office and at events, that are free from harassment, discrimination and maltreatment.

HOW TO APPLY

Please submit a resume and cover letter outlining your qualifications and interest in the position to tmcnicholl@footballontario.net and ageisler@footballontario.net by **Wednesday, November 25, 2026 at 11:59 p.m. ET**.

Please use “Manager of Events – [Your Name]” in the subject line.

Football Ontario does not use artificial intelligence to screen, assess or select applicants.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted. Candidates who are interviewed will be notified of the outcome within 45 days of their final interview.

Football Ontario is committed to an inclusive and welcoming environment and encourages applications from qualified candidates of all backgrounds. Accommodations are available

upon request at every stage of the recruitment process. Please contact tmcnicholl@footballontario.net to request an accommodation.