



CAPITAL DISTRICT MINOR FOOTBALL ASSOCIATION

PROGRAM MANAGER

Location: Edmonton and Surrounding Area

Employment Type: Full-Time, Salary with Benefits

Salary Range: \$65,000–\$80,000 per year (commensurate with experience)

The Capital District Minor Football Association (CDMFA) — one of Canada's largest and most respected youth football organizations — is seeking a Program Manager to lead and coordinate all CDMFA programs and operations.

We're looking for a dynamic, organized individual who thrives in a fast-paced, community-driven environment and is passionate about youth football. The Program Manager will oversee both on-field and off-field operations, including Tackle Football, Flag Football, Winter football fundamental development camps, Coaching clinics and workshops, Health and Safety certification courses, Member club administration workshops and Junior Development programs (Junior Coaches and Junior Officials).

Key Responsibilities:

- Coordinate and manage all on-field and off-field CDMFA football programs.
- Manage all game day operations, including transportation, logistics, and equipment coordination.
- Work closely with the President, VP of Programming, VP of Finance, and Executive Director to ensure efficient program delivery.
- Office and Event Management for day to day activities, CDMFA Board Meetings, CDMFA Executive Meetings, CDMFA Workshops and Training events upholding the CDMFA standards of execution.
- Management of field bookings, officials, facilities, and events in coordination with clubs and league partners.
- Maintain communication with clubs, coaches, officials, and community partners.
- Respond promptly to league inquiries and correspondence via email, phone, and meetings.
- Support youth engagement through the Junior Coaches and Junior Officials programs.
- Foster & collaborate to develop a growth plan for females in football and the CDMFA Female Tackle Program



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- Uphold CDMFA's commitment to safety, inclusivity, and high standards across all programs.

Qualifications:

- Minimum high school diploma with some post-secondary education preferred.
- Proven experience in sports program or event management (football management experience considered an asset).
- Coaching certification (NCCP) is considered an asset.
- Exceptional communication, organization, and multitasking skills.
- Strong ability to work independently while coordinating multiple stakeholders.
- Proficiency with scheduling systems, spreadsheets, and digital communication tools.
- Flexibility to work evenings and weekends for meetings and events throughout the year
- Must successfully complete a Vulnerable Sector Check and Police Character Check prior to employment.
- Must hold a valid drivers license and be able to commute across the greater Edmonton area

Why Join CDMFA

At CDMFA, you'll play a key role in shaping the future of youth football in Alberta. This position offers a unique opportunity to make a lasting impact on athletes, coaches, and the broader football community while working within a collaborative and passionate environment.

Apply by: December 22, 2025

To apply: Send your resume and cover letter to Nick Schmidt vpfinance@cdmfa.ca