



## **EMPLOYMENT OPPORTUNITY**

Skate Canada: Alberta – NWT/Nunavut (“Section”) is dedicated to the principles of enabling everyone to participate in skating throughout their lifetime for fun, fitness and achievement. The Section is a non-profit sport organization, located in Edmonton and is the provincial governing body for the sport of figure skating in Alberta, NWT and Nunavut. The Section provides programs and services to over 25,000 registered members in 160 clubs and over 600 registered coaches.

Skate Canada: Alberta-NWT/Nunavut is looking for an energetic, motivated and creative individual for a 11-month term of employment. This is an exciting opportunity for an individual with a passion for figure skating and amateur sport at the provincial level. Skate Canada: Alberta-NWT/Nunavut is currently accepting applications for the position of:

### **ADMINISTRATION ASSISTANT (Half Time)**

The core responsibilities of the Administration Assistant position include:

#### ***Administration:***

- Perform reception duties including answering the phone, receiving and distributing office mail, coordinating and responding to correspondence received through emails, faxes and phone, etc.
- Process and input sanction applications (competitions, carnivals, CanSkate Element Events)
- Provide support for seminars, clinics, conferences, competitions, workshops and Section meetings coordinated through the Section office (logistics, development of name tags, organizing materials, PowerPoint presentations, photocopying, etc.)
- Order Section merchandise and supplies
- Maintain email distribution lists and distribute information to Section members and stakeholders, as required
- Review, edit and format materials/ documents as required
- Assist with the Section's newsletter (source/ request articles and advertisements, write and/ or edit articles, develop layout and design, monitor readership, etc.)
- Assist with the organization of archived material
- Assist with the coordination of Section Awards Programs as required
- Ongoing website maintenance

#### ***Staff Member Responsibilities:***

- Participate in scheduled staff meetings and planning sessions and provide input and feedback
- Provide appropriate and timely feedback to other staff members, as required
- Be knowledgeable of other staff roles and activities in the Section Office
- Keep on top of Board and Committee activities and information to ensure an understanding and knowledge of all programs and activities in the Section
- On a request and availability basis, assist other staff members in their roles
- Liaise with Skate Canada's National Office, as required
- Other duties as requested

**Qualifications:**

- High school diploma supplemented by post-secondary education in a related field
- Related work and/or volunteer experience
- Experience with Microsoft Office (Word, Excel, Access, PowerPoint, etc.)
- Excellent communication and organizational skills
- Ability to work effectively as part of a team and coordinate a variety of tasks
- Experience with creative software (InDesign, Photoshop, Adobe Suite, etc.) is an asset
- Experience with website maintenance is an asset
- Knowledge of figure skating is an asset
- Ability to travel and work evenings and weekends, as required

**Time Commitment:**

This position is approximately 16 to 20 hours a week. Preferred hours would be approximately Monday to Friday 12:30 pm to 4:30 pm however hours may be discussed.

**Salary and Benefits:**

Salary based on experience and qualifications for 9-month contract: 17/hr. to \$19/hr.

**Submission Process:**

Only those selected for an interview will be contacted. Submit applications by November 29, 2017 to:

Marc Stromme

Executive Director

[mstromme@skateabnwtun.ca](mailto:mstromme@skateabnwtun.ca)

**Section Office is located:**

Skate Canada: Alberta-NWT/Nunavut

11759 Groat Road NW, Edmonton, AB, T5M 3K6

*Skate Canada: Alberta-NWT/Nunavut reserves the right to close the application period as soon as a suitable candidate is found.*