

## 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 500 registered coaches.

The Section is looking for a dedicated individual to join our team and to work with the Section Office and Committees in coordinating and implementing high quality events across the Section. We are inviting applications for a **temporary part-time position** of:

### EVENT COORDINATOR

The Event Coordinator holds a key support role for all events within the Section. Areas of key responsibilities include:

#### ***Event Support Role:***

- Coordinate three main events in the Section each season: Sectional Championships, Mountain Regional Synchronized Skating Championships and the STARSkate & Adult Championships.
- Provide support to Local Organizing Committees to maintain consistency across all events in the Section.
- Administration support for all events in the Section through the development of competition announcements, processing ribbon orders, equipment requests and sanction requests.
- Liaise with the Section’s Central Registration volunteers to ensure that all events in the Section understand the registration process and to answer questions as necessary in a support role.
- Develop and maintain template tools to support Local Organizing Committees.
- Implement Section branding standards and strategies.
- Attend events and provide support to the Local Organizing Committee as required.
- Coordinate and manage the implementation of the Leading Edge Series and ensure the information is accurately advertised to the members.

#### ***Event Tech/Livestreaming Support Role:***

- Coordinate all live and recorded video streaming content by attending the following events (Commitment is expected for the following events):
  - Wild Rose Summer Invitational (Early August)
  - Fall Invitational (Mid to late September)
  - Sectional Championships (Early November)
  - Mountain Regional Synchronized Skating Championships (Late January)
  - STARSkate & Adult Championships (Late March)
  - Additional attendance at events may be required based on needs of the Section
- Coordinate, schedule and train all Livestreaming and Event Technicians volunteers.
- Coordinate and manage all recorded video purchases by the participants.
- Coordinate and execute sponsor deliverables relating to digital and social media content for events.
- Maintain the resource manual for trouble shooting the livestreaming equipment in coordination with the livestreaming volunteers.
- In coordination with the Livestreaming and Event Technician volunteers, develop a recruitment strategy to expand the volunteer base in those areas.
- Organize and maintain inventory for all event equipment.

**Section Office Support Role:**

- The Event Coordinator provides staff support to the Competition Committee.
- The Event Coordinator will act as Lead for the Event Tech and Equipment Committee (E-TEC)
- Gather and analyze competition reports from all Section events including livestreaming statistics and trends.
- Assist in the development of meeting agendas and record minutes electronically at scheduled meetings
- Maintain strong communication with the Competition Committee Lead to facilitate tasks and action items
- Develop, maintain and update documents/manuals/forms that relate to the Competition Committee.
- Provide administrative support for the Section Annual General Meeting, Conference and Awards Banquet.
- Cross training amongst staff is encouraged, therefore this position is trained to post items to the Section website relating to events (competition results, Leading Edge Series results, competition resources and manuals, etc.). This position is also trained to assist in the compilation and distribution of the Section newsletter as required.
- General office administrative duties as required.

**Qualifications:**

- Post-secondary education in a related field.
- Experience and aptitude in working with volunteers.
- Experience with Microsoft Office (Word, Excel, PowerPoint, etc.).
- Experience in Event Management
- Strong to advanced skills in Microsoft Excel is considered an asset
- Strong communication and organizational skills.
- Ability to work effectively as part of a team and coordinate a variety of tasks.
- Knowledge of figure skating, Skate Canada events & programs is considered an asset
- Ability to travel and work evenings and weekends as required. The position is expected to attend weekend events throughout the season.
- Experience with Creative software (InDesign, Photoshop, Adobe Suite, etc.) is considered an asset
- Experience with website maintenance and social media is considered an asset

\*The temporary position is projected to be until August 31, 2019 and the duties reflecting the summer months would apply.

**Submission Process:**

Only those selected for an interview will be contacted. Submit applications by June 24, 2019 to:

Kelly Havixbeck  
Member Services Manager  
kelly@skateabnwnun.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.*