



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 **permanent part-time position** of:

COMPETITION SERVICES ADMINISTRATOR

The Competition Services Administrator holds a key support role for competitions within the Section. Areas of key responsibilities include:

Competition Support Role:

- Coordinate three main championship competitions 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 competitions in the Section.
- Develop and maintain template tools to support Local Organizing Committees.
- Implement Section branding standards and strategies.
- Attend the main championship competitions and provide support to the Local Organizing Committee as required.
- Attendance at other competitions may be required through-out the year
- Coordinate and manage the implementation of the Leading Edge Series and ensure the information is accurately advertised to the members.

Event Tech & Equipment Support Role:

- Assist with coordination, and scheduling of Livestreaming and Event Technicians volunteers as required.
- Maintain and coordinate delivery of competition equipment to all competitions through-out the year
- Organize and maintain inventory for all event equipment.

Section Office Support Role:

- The Competition Services Administrator will act as Lead for the Event Tech and Equipment Committee (E-TEC)
- Assist in the development of meeting agendas and record minutes electronically at scheduled meetings
- Maintain strong communication with the Event Coordinator and Competition Committee Lead
- 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.).
- 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

Submission Process:

Submit applications by August 28, 2019 to:

Lisa Hardy

Executive Director

lisahardy@skateabnwtnun.ca

Only those selected for an interview will be contacted.

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.

