

## **Administrative Assistant**

- **Located on site at Jimmie Condon arena**
- **Term position – 12 months with an opportunity for extension**
- **37 hours per week: 11:30 am – 7:30 pm Monday to Thursday and 12 – 5 pm Saturday**
- **Starts September 1, 2025**

Are you passionate about figure skating and eager to contribute to a vibrant and dynamic community? Calalta Figure Skating Club (Calalta), the largest figure skating club in Calgary, is dedicated to the development and success of skaters of all levels and is looking for an enthusiastic individual to join our team. Calalta is a non-profit organization that was formed over 65 years ago in 1960 and became the training facility for the Olympic figure skaters in 1988. Our skaters range from pre-school skaters who are learning to skate through our CanSkate programs, to senior competitive skaters who compete on the international stage, to recreational skaters who enjoy skating as a leisure sport. We are committed to providing a supportive and inclusive environment where both skaters and staff can thrive.

If you have a desire to make a positive impact, we invite you to explore this current opportunity to become part of the Calalta family. As our membership is growing, Calalta is actively seeking qualified candidates for the position of Administrative Assistant. This role is ideal for someone who enjoys a variety of work and likes to assist wherever needed. All work is conducted with minimal supervision, with a high need for accuracy and attention to detail, and with a customer service mindset. The work environment is one of frequent interruptions and changing priorities which demand flexibility and organization to meet the workload demands. The successful candidate for this role will work alongside a senior administrator and together they are responsible for providing administrative support and ensuring the efficiency of Calalta's day-to-day operations.

## **Responsibilities:**

- Meeting customers with enthusiasm and assisting with their inquiries. Providing exceptional customer service and addressing inquiries promptly and professionally
- Handle incoming and outgoing communications, including phone calls, emails, mail and monthly updates
- Take a lead role in managing Calalta's social media presence
- Prepare and edit correspondence, reports, and presentations
- Maintain and organize office files, records, and databases
- Ensure the skating registration system is maintained and accurate
- Taking a lead role in managing and organizing small and large competitions
- Perform general office duties such as ordering supplies, managing office equipment, and maintaining a clean and organized workspace
- Take attendance on ice sessions
- Assist with bookkeeping and basic financial tasks, such as processing and tracking invoices, payments and expenses
- Contribute to the development and implementation of office policies and procedures
- Support skating assessment days with scheduling, preparing paperwork, arranging volunteers and communicating results to Skate Canada

## **What do you need to succeed?**

### **Must-have:**

- Strong working knowledge of Microsoft 365 (Outlook, Word, Excel, Power Point) and Adobe
- Proven ability to manage social media and content creation in Canva
- Experience working in an administrative role
- Demonstrated proactive approach to problem-solving with strong decision-making capability
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, skaters, parents, coaches and volunteers.
- Strong organizational and analytical skills, ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Resourceful team-player with the ability to work effectively on an independent basis
- Ability to take the initiative

### **Nice-to-have:**

- Bachelor's Degree
- Basic accounting skills and experience working with accounting software (Sage)
- Skating knowledge

### **Location**

Jimmie Condon Arena, 502 Heritage Drive SW, Calgary AB, T2V 2W2

### **Expected hours**

37 hours per week

- Monday to Thursday 11:30-7:30 pm
- Saturday 12:00-5:00 pm
- Opportunity to work extra hours during special events, vacation relief or during peak times.

### **Pay**

\$23.00 per hour

### **The Process**

We encourage and are pleased to consider all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital/family status, sexual orientation, gender identity or aboriginal status to apply.

Please submit resume and cover letter to [info@calalta.net](mailto:info@calalta.net) stating why you would be best suited for the position by August 8, 2025.

We thank all applicants in advance for their interest. Those who offer the specific combination of experience and credentials most suitable to our requirements will be contacted.