

## **Administrative Assistant (Independent Contractor)**

**Contract Term:** Initial 12-month independent contractor engagement, with the possibility of renewal

**Estimated Workload:** Approximately 5–6 hours per week (8–25 hours per month), with seasonal fluctuations.

**Start Date:** As soon as mutually agreed

**Location:** Primarily remote, with occasional in-person attendance at club events and competitions

This opportunity is well suited to a self-employed administrative professional seeking flexible, part-time contract work with a community-focused non-profit organization.

Are you passionate about figure skating and eager to contribute to a vibrant and dynamic community? Edmonton Synchronized Skating Club (ESSC), is dedicated to the development and success of skaters of all levels and is looking for an enthusiastic individual to join our team.

### **About Edmonton Synchronized Skating Club (ESSC)**

ESSC is a non-profit organization that was formed almost 50 years ago and is dedicated to fostering a life long love of sport. We support skating skill development for a wide range of skaters. We support preschool and youth who are learning to skate through our CanSkate programs and have 5 synchronized skating teams ranging from entry level Star 4 (beginner) team through to an adult team. 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 ESSC family.

### **About the Role**

As our club continues to grow, Edmonton Synchronized Skating Club (ESSC) is seeking a reliable and motivated **Administrative Assistant (Independent Contractor)** to support the day-to-day operations of the club. This role is ideal for a self-directed professional who enjoys a variety of tasks, can juggle competing priorities, and takes pride in providing friendly, high-quality administrative and customer service support. The successful contractor will work with a high degree of independence, while carrying out their work in a way that reflects ESSC's vision, values, policies, and non-profit bylaws, and in collaboration with the ESSC Board and coaching staff.

### **Key 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 ESSC'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 competitions and events
- Perform general office duties such as ordering supplies, managing equipment, and maintaining a clean and organized storage locker
- Assist with bookkeeping and basic financial tasks, such as processing and tracking invoices, payments and expenses
- Assist treasurer with financial reconciliation and reporting
- Contribute to the development and implementation of office policies and procedures

**Must-have qualifications:**

- Strong working knowledge of Google Suite (Gmail, Docs, Sheets, Drive)
- 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 work independently, take initiative, and exercise sound judgment

**Nice-to-have qualifications:**

- Post-secondary education (degree or diploma)
- Basic bookkeeping or accounting experience
- Familiarity with figure skating and/or not-for-profit sport organizations
- Familiarity with Uplifter program for registration

**Independent Contractor Relationship**

This role is offered as an independent contractor engagement. The successful candidate will be responsible for their own income tax, CPP contributions, and any applicable GST/HST. This position does not include employee benefits, vacation pay, or statutory holiday pay.

**Details of position:**

- The contractor will determine how and when the work is completed, provided deliverables and timelines are met
- Primarily remote work location (i.e., work from home) with expectation to attend club events/competitions and monthly executive meetings (typically remote)
- Use of a personal computer is required
- The workload is estimated at approximately 5–6 hours per week on average, with flexibility in how and when the work is completed.
- Occasional evening or weekend availability may be required during competitions or special events

- Workload is seasonal, with peak activity during the skating season and lighter activity from April through August
- The contractor may perform services for other clients, provided there is no conflict of interest.

**Contract rate:**

- Contract rate of **\$23.00 per hour**, invoiced monthly. Payment will be made upon receipt of invoice in accordance with ESSC's payment terms.
- (If applicable, you can also add: "GST/HST, if applicable, will be added to invoices.

**The Process:**

Edmonton Synchronized Skating Club is committed to equity, diversity, and inclusion and encourages applications from all qualified individuals.

Interested contractors are invited to submit a resume and a brief cover letter outlining your interest and relevant experience to **president@edmontonsynchroskatingclub.com** by **[insert deadline]**.

Shortlisted candidates may be asked to provide a business number or confirmation of independent contractor status.

We thank all interested contractors for their interest; however, only those selected for an interview will be contacted.

# Appendix A

## Scope of Services – Administrative Assistant (Independent Contractor)

This Appendix forms part of the Independent Contractor Agreement between **Edmonton Synchronized Skating Club (ESSC)** and the **Contractor**.

### 1. Description of Services

The Contractor shall provide administrative and operational support services to ESSC to assist with the effective day-to-day functioning of the Club. Services will be performed independently and professionally, in a manner consistent with ESSC's vision, values, policies, and non-profit bylaws.

The Contractor will determine the manner, means, and timing of performing the Services, subject to agreed deliverables, timelines, and ESSC governance requirements.

### 2. Scope of Services

Services may include, but are not limited to, the following:

#### Administrative & Communications Support

- Responding to general inquiries from skaters, families, coaches, volunteers, and external stakeholders in a professional and timely manner
- Managing incoming and outgoing communications, including email, phone messages, mail, and periodic club updates
- Preparing, editing, and formatting correspondence, reports, and basic presentations
- Maintaining organized digital files, records, and databases

#### Registration & Systems Support

- Maintaining accuracy and integrity of the Club's registration system
- Supporting registration processes, updates, and reporting as required

#### Social Media & Communications

- Managing and updating ESSC's social media platforms

- Creating and scheduling content using approved tools and branding guidelines
- Supporting consistent and positive messaging aligned with ESSC's values

### **Events & Competitions**

- Assisting with the planning, coordination, and administration of competitions, events, and club activities
- Supporting event-related communications, logistics, and documentation

### **Financial & Bookkeeping Support**

- Assisting with basic bookkeeping tasks, including tracking invoices, payments, and expenses
- Supporting the Treasurer with financial reconciliation and reporting, as requested

### **General Operations**

- Ordering supplies and tracking club equipment as required
- Maintaining an organized storage locker or records related to equipment
- Assisting with the development and refinement of administrative processes, policies, and procedures

## **3. Collaboration & Governance**

The Contractor will:

- Collaborate with members of the ESSC Board and coaching staff as required
- Carry out Services in accordance with ESSC's policies, procedures, and non-profit bylaws
- Escalate matters requiring Board approval or direction in a timely manner

Nothing in this Appendix shall be interpreted as creating an employment, partnership, or agency relationship.

#### 4. Work Location & Tools

- Services will be performed primarily remotely
- The Contractor will supply their own computer, software, and tools required to perform the Services
- Occasional in-person attendance at club events, competitions, or meetings may be required by mutual agreement

#### 5. Time Commitment

- The estimated workload is approximately **5–6 hours per week on average**, recognizing that workload is seasonal and may fluctuate during the skating season
- No minimum or fixed hours are guaranteed

#### 6. Deliverables & Performance

The Contractor will be responsible for:

- Completing agreed tasks and deliverables within reasonable timelines
- Communicating proactively regarding progress, issues, or capacity constraints
- Maintaining confidentiality of Club information in accordance with the Agreement

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This Scope of Services may be amended from time to time by mutual written agreement of the parties.