



EVENTS & ADMINISTRATIVE COORDINATOR

Job Description

Looking for a great place to work? A place where you can use your passion and professionalism in a new way? Then think about us for this outstanding opportunity! If you are looking to break out of the status quo by joining an organization – where you will have the ability to put your stamp on things this may be the place for you!

About Us

Skate Canada Manitoba just celebrated its 50 Anniversary! We are the leader in promoting and providing quality skating programs that inspires Manitobans to participate throughout their lifetime for fun, fitness and achievement.

To learn more about us – go to: <https://mbskates.ca/>

We are located the (awesome) Sport For Life Centre in Downtown Winnipeg.

Position Summary

We are currently recruiting a superstar Events and Administration Coordinator. They will provide communications, analytical and administrative support to the office in order to help ensure effective operations of the organization. In this role it is important to:

- Manage Skate Canada Manitoba competitions and events as assigned
- Provide administrative support for the Skate Canada Manitoba office and Board of Directors
- Provide membership support for Skate Canada Manitoba clubs and regions
- Review all club managed Competition and FunSkate Technical Packages
- Manage registration for competitions

- To prepare competition revenues and expense statements
- To manage medal inventory, including distribution to local organizing committees
- Attend Skate Canada Manitoba Events Management Committee meetings as a resource
- To attend Skate Canada Manitoba competitions as assigned by the Executive Director
- To prepare and circulate all pertinent Annual General Meeting related material as directed by the Executive Director
- Maintain Skate Canada Manitoba merchandise inventory
- Create and distribute the Skate Canada Manitoba Calendar of Events and Directory, including updates
- To submit a written report to the Executive Director on activities monthly
- To complete financial deposits
- To assist with preparation of agendas and information for Executive meetings
- To attend Board of Directors meetings to record, transcribe and circulate minutes and pertinent material
- To assist in the coordination of accommodations, food, meeting rooms and equipment for Skate Canada Manitoba competitions, workshops, seminars and meetings
- Act as the primary resource in the production and maintenance of the Skate Canada Manitoba website
- To act as the initial contact and resource for Skate Canada Manitoba members, clubs and regions

Qualifications

- Demonstrated proficiency in written/oral communication (writing, editing, formatting, email etiquette) in the English language
- Must have high degree of computer literacy in a Windows environment (Word, Excel, Simply Accounting and Power Point)
- Strong keyboarding skills (min of 50 WPM)
- Experience in website administration
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Must be alert and resourceful and be able to interact with a cross section of individuals

- Must be able to demonstrate patience and perseverance, and embrace change when it occurs

Credentials and Experience

- 2+ years' experience in an administrative role
- A degree/diploma or courses in office administration
- Interest in Figure Skating would be an asset

Type of Person Who Will Succeed in this Role

- Be a team player and able to project a strong professional demeanor
- Proactive approach to problem solving
- Customer service-oriented personality – understands the importance of volunteers
- Outgoing – interacts in a socially engaging manner – you are the first point of contact for the organization
- Sense of urgency – with a high tolerance for ambiguity
- Detail oriented / numbers focused – but with creativity to get the job done
- Strong drive to help others..... and for bottom line results
- Understands the importance of confidentiality

What's in it for you?

- A strong salary and benefits plan
- A chance to do fun / interesting work
- A great culture
- A wonderful work setting

If you think this position may have potential for you – please send your resume and cover letter to us.

In your cover letter, please (briefly) outline the following 3 items:

1. Relevant work experience
2. Based on the qualificationsWhy you are you a good match for this role
3. Your (ballpark) remuneration needs

* If you do not provide a cover letter - your resume will NOT be read

Send to: Hiring Cttee - winnipeg hrconsulting@gmail.com

We would like to thank all applicants in advance for their interest in us.

We encourage applications from all qualified individuals and believe strongly in diversity.