



October 11, 2022

Skate Canada Manitoba is seeking a full time employee for our Events & Administrative Coordinator position. The Events and Administrative Coordinator works alongside our Executive Director, and Technical Consultant, to help execute the priorities laid out by the Board of Directors in addition to ensuring effective operations of the organization.

Skate Canada Manitoba is a Provincial Sport Organization that supports quality skating programs that contribute to the growth of our sport and improve the development of all members throughout their skating journey for fun, fitness and achievement. Some of the main responsibilities include but are not limited to;

- Managing Skate Manitoba competitions and events as assigned
- Providing administrative support for the Skate Manitoba office and Board of Directors
- Providing membership support to Skate Manitoba clubs and schools
- Managing competition registrations for section run competitions and events
- Attending Skate Manitoba Committee meetings as assigned
- To attend Skate Manitoba competitions as requested
- 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 Manitoba competitions, workshops, seminars and meetings
- Act as the primary resource in the production and maintenance of the Skate Manitoba platforms
- To provide excellent customer service skills in all contact with public and membership

Qualifications and Experience

- Previous employment or experience in an Administrative Assistant role
- A degree/diploma or courses in office administration is an asset
- Proficiency in written and oral communications in addition to a high degree of computer literacy
- Proficiency in social media platforms including but not limited to; Instagram, Facebook, Twitter is a must



Skate Manitoba

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- Website Administration experience
- Ability to work independently with some degree of ambiguity
- An interest in the sport of figure skating or the drive to learn more about it
- Quickbooks or general bookkeeping experience is an asset but is not a requirement
- Flexible schedule with ability to work some evenings and weekend

Interested candidates should send their resume along with cover letter (outlining relevant work experience, a brief explanation of why they think they are a good fit for this role and their (approximate) remuneration needs) to skate.exec@sportmanitoba.ca

Deadline to receive applications is Friday November 4th by 12:00 PM.

We thank all applicants for their interest in working with us!