



June 8, 2023

Skate 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 Director, to help execute the priorities laid out by the Board of Directors in addition to ensuring effective operations of the organization.

Skate Manitoba is a Provincial Sport Organization who 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. We offer a competitive salary (range for 35 hours per week is \$34,000 to \$40,000 depending on experience), benefits and vacation time.

Some of the main responsibilities include but are not limited to;

- Coordinating Skate Manitoba competitions and events
  - This includes communications, registrations, working with local organizing committees and officials, booking travel etc...
- Assisting in the coordination of accommodations, food, meeting rooms and equipment for Skate Manitoba competitions, workshops, seminars and meetings
- 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
- Act as the primary resource in the production and maintenance of the Skate Manitoba digital platforms such as the website and eNews
- 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, or 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
- Event execution and/or coordinating events an asset
- Website Administration experience an asset



# Skate Manitoba

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- Ability to work independently with some degree of ambiguity
- Flexible schedule with ability to work some evenings and weekends
- Background in figure skating an asset

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 to [skate.exec@sportmanitoba.ca](mailto:skate.exec@sportmanitoba.ca)

**Deadline to receive applications is Monday June 26<sup>th</sup>, 2023 at 11:59 PM**

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