



October 10, 2025

Skate Manitoba is seeking a full time employee (35 hours per week) for our Events & Administrative Coordinator position. The Events and Administrative Coordinator works alongside Skate Manitoba staff and volunteers, 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 provides quality programs that foster the growth of figure skating in Manitoba for fun, fitness and achievement. We offer a **flexible work schedule, hybrid working environment, benefits and above average starting 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

- Background in figure skating an asset
- Ability to work independently with some degree of ambiguity
- Flexible schedule with ability to work some evenings and weekends
- Previous employment or experience in an Administrative Assistant role, or a degree/diploma or courses in office administration is an asset



**Skate  
Manitoba**

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- 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
- Class 5 drivers license

Interested candidates should send their resume along with cover letter which should outline relevant work experience, a brief explanation of why they think they are a good fit for this role and salary expectations to [skate.exec@sportmanitoba.ca](mailto:skate.exec@sportmanitoba.ca)

**Deadline to receive applications is Sunday October 26<sup>th</sup>, 2025 at 11:59 PM**

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