



Softball Alberta is the provincial sport governing body for the sport of Softball. Softball Alberta is a non-profit organization, whose goal is to promote and develop the sport of softball for its athletes, coaches, officials and volunteers by providing programs and services for all levels.

Job Details:

- Title: Administrative Assistant
- Location: Softball Alberta provincial office in Edmonton.
- Reporting to: Executive Director
- Permanent, full time, Monday to Friday 8:30 am - 4:30 pm - some evening and weekend work may be required.
- Salary commensurate with experience, skills and qualifications. Benefits included.

Position Summary:

This position is an entry level position, ideal for the recent graduate of sports administration or related field of study. We are looking for a high energy, very organized, great communicator with strong relationship skills to be part of our team. The position will be the face of specific programs dealing with our members, partners, and the Board of Directors. Primary responsibilities include:

Membership Services

- Manage member service administrations, including tournament sanctions, travel permits, insurance certificates
- Manage RAMP database & provide system support to members
- Manage affiliation for minor, fastpitch & slo-pitch associations and/or leagues
- Maintain effective relationships with the softball community (locally, provincially, nationally)
- Manage Respect in Sport program (Safe Sport)
- Manage the Learn to Play program
- Deliver email communications as necessary to inform registered members of Softball Alberta activities & programs
- Assist with creation of Association newsletter
- Assist with Association website & social media platform updates

Provincial Championships

- Manage Provincial Tiering Program
- Interacting with Associations and teams to answer questions and respond to concerns
- Assist with verification of provincial rosters / coaching certification
- Responsible for coordination, preparation and distribution of information, materials and Supervisor Packages

General Duties

- Supporting our team in the office by completing general administrative support being open and flexible to take on other duties as assigned
- Staff liaison of various Softball Alberta committees related to portfolio
- As necessary, prepare season data for internal reports and reports to governing bodies
- Attend and actively participate in Softball Alberta Board of Directors meetings and AGM
- Book and coordinate accommodation and rooms for all meetings
- Coordinate and manage meeting information to Board & Staff
- Organize and create AGM Delegate Handbook / AGM Banquet program
- Other duties as assigned by the Executive Director
- Willing to work evenings and weekends as required. Some travel within province may be required occasionally.

Qualifications:

- Post-secondary education or comparable work experiences
- Knowledge of the sport of softball is an asset (current or former softball player / coach)
- Strong contributor to a positive workplace
- Commitment to delivering high standards of member service in a non-profit workplace
- Ability to manage programs to ensure proper administration, organization and program delivery
- Must be able to work independently as well as in team settings
- Excellent written and verbal communication and time management skills
- Proficient computer skills: MS Office. Experience with social media platforms would be an asset.

Applications:

- Start date for the position is immediate in our office located in south Edmonton.
- **The deadline for applications is January 27, 2025. Interviews will be conducted on February 2, 2025.**
- Forward cover letter and resume to info@softballalberta.ca – attention Hiring Committee

We thank all those who apply for this position, only candidates selected for an interview will be contacted and receive information on compensation and benefits for this position.

Softball Alberta
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www.softballalberta.ca