



## Administrative Assistant

The Alberta Schools' Athletic Association (ASAA) is inviting applications for the position of Administrative Assistant. Depending on the applications received, this will be either a part-time (20-30 hrs/wk) or full-time position (37.5 hrs/wk). The successful candidate will be required to work in person at our office in Edmonton starting March 20, 2024.

### Duties may include:

- **Reception/Office:** Handling telephone and email communication, postage/shipping, filing, online athlete/team registration, transfers, orders and database entry
- **Member Services:** Working with zone managers and member schools in the provision of ASAA materials and information as required. This may include but not be limited to the various publications of the ASAA
- **Executive Functions:** Ensuring all Executive and Board members are communicated with appropriately. Coordinate Executive and Board meetings, taking minutes. Coordinating all meeting venues and executive gifts, staff wear, posters etc.
- **Office Space Lead:** Keeping the office organized, taking ownership of the front area.
- **Other duties** as assigned by Executive Director

### The Successful Applicant will have:

- excellent communication skills
- proficient interpersonal and organizational skills; ability to manage and prioritize tasks
- a meticulous mindset committed to ensuring a polished and exemplary appearance in all aspects
- skill in using MS Office and the Google platform. Prior experience with Adobe would be an asset
- eagerness to learn new skills to better serve the association.

It is preferable, but not required for applicants to have acquired a degree or diploma in office administration, sport administration, business, education or related field.

### Compensation:

- The hourly rate for this position is \$20-\$30 per hour and is supplemented by a comprehensive health and benefits package.
- Regardless of whether or not the position is awarded as part-time (20-30 hrs/wk) or full-time (37.5 hrs/wk) it may be renewable annually following a satisfactory evaluation.

**APPLICATION DEADLINE:** Friday, March 1, 2024.

**APPLICATIONS:** Must be via email to ASAA Assistant Executive Director Brad Van Raalte at [brad@asaa.ca](mailto:brad@asaa.ca).

Application must include a Cover Letter and Resume

*Thank you to all those that apply. Only those chosen for an interview will be contacted.*