

Alberta Schools' Athletic Association (ASAA)

Assistant Director, Provincial Championships & Student Initiatives

The ASAA is inviting applications for the position of Assistant Director, Provincial Championships & Student Initiatives. Reporting to the Executive Director, this is a full time position and will be located in Edmonton, Alberta and is intended to start mid to late September 2016.

The ASAA is the governing body for high school sport in Alberta, administering provincial championships in 12 sports for approximately 375 member schools. In addition to overseeing schools coordinating 30 championships, the ASAA coordinates initiatives aimed at enhancing not only the school sport experience but also provides administrative assistance and professional development to school athletic directors and coaches.

This position is primarily one that provides assistance to the ASAA's member schools and provincial championship hosts.

Responsibilities

The *Assistant Director, Provincial Championships & Sponsor Liaison* will:

- Provide assistance as the major ASAA liaison to provincial host committees, Provincial Sport Commissioners and Officials Associations in all of the ASAA's 12 high school sports
- Maintain and update Association website
- Oversee and assist in online athlete and team registrations
- Assist with the annual update of publications and championship items (policy handbook, calendar, directory, yearbook, newsletters, scorepads, banners, etc.)
- Be the association's point person for media relations and promotion
- Be the association's main liaison with ASAA sponsors which includes updating and receiving sponsor ads and logos; corresponding with sponsors regarding all information relevant to provincial championships; coordination of sponsor dinner
- Oversee and coordinate student scholarships including collection of applications and dissemination of information to adjudicating committees; updating and maintenance of application forms
- Assist in coordination of IMPACT student leadership workshops including promotion of event; collection of applications; onsite assistance
- Assist with meeting management for Executive meetings and two annual Board meetings
- Represent the Association at various events/presentations as required
- Other duties as assigned

Qualifications and Experience

The successful candidate should possess the following:

- Strong communications skills, both verbal and written
- Excellent interpersonal and organizational skills
- Advanced computer skills in MS Office (Microsoft Word, Excel, Outlook and Internet Explorer) and Adobe Programs (Contribute, InDesign, Photoshop)
- Ability to manage and prioritize a number of tasks at one time
- Degree or diploma in sport administration, business, education or related field
- Preferred: knowledge of the school sport system in Alberta and general understanding and passion for sports

Salary range: Starts at \$53,000 - \$60,000 (depending on qualifications/experience)
A comprehensive benefits package will be implemented after satisfactory performance appraisal at three months.

Qualified applicants are invited to express their interest by sending letter of application and resume via email only by **August 26, 2016** to:

John Paton, Executive Director
Alberta Schools' Athletic Association
11759 Groat Road
Edmonton, AB T5M 3K6
Fax: (780) 415-1833

Website: www.asaa.ca

Please email cover letters and resume to both of the following email addresses: john@asaa.ca **and** josh@asaa.ca

**Please Note:*

- Resumes sent without a formal cover letter will not be considered
- Only those candidates to be interviewed will be contacted