

Alberta Schools' Athletic Association (ASAA)

Administrative Assistant

The ASAA is the governing body for high school sport in the province of Alberta, administering provincial championships in 12 sports for over 380 member schools. The Association provides ongoing assistance to School Administrators, Athletic Directors, coaches and others who seek to provide the best possible experience to Alberta's high school student athletes.

The ASAA is inviting applications for the position of Administrative Assistant. This is a full-time position and is renewable annually following satisfactory evaluation. The position will be in Edmonton, Alberta and is intended to start mid to late January or early February, 2022. The starting salary range is \$43,000-\$46,000 and is supplemented by a comprehensive health benefits package.

Responsibilities

The Administrative Assistant will:

- Handle telephone reception and perform several general office duties including, but not limited to; postage/shipping, filing, online athlete/team registration, athlete transfers, administration of appeals hearings, various orders, and database entry.
- Provide assistance to ASAA staff members, zones, and Executive Committee as required.
- Assist in Coordination of Executive Committee meetings (7+ annually) and Board meetings (2 annually).
- Assist each of the eight ASAA zones and member schools in the provision of ASAA related materials and information as required. This may include but not be limited to the various publications of the ASAA.
- Act as an assistant to the Executive Director.
- Be available to assist during evenings for the two General Meetings of the Board with time being provided off in lieu.
- Complete desktop publishing tasks/projects as required.
- Complete other duties as assigned.

Qualifications and Experience

The successful candidate should possess the following:

- Excellent communications skills, both verbal and written
- Excellent interpersonal and organizational skills; ability to manage and prioritize tasks
- Computer skills in MS Office and Google are required. Prior experience in Adobe Creative Suite would be an asset.
- Willingness to learn new skills to better serve the Association and its member schools
- Preferable but not required: Degree or diploma in office administration, sport administration, business, education or related field
- Preferred but not required: knowledge of the school sport system in Alberta.

Applications:

*Only emailed applications will be accepted (must be PDF format). Applications must include a separate cover letter and resume to be considered for this position. Qualified applicants are invited to express their interest by emailing a cover letter and resume by **January 15th, 2022**, to the email address below. Thank you, only those selected for an interview will be contacted.*

John Paton, Executive Director

Email: info@asaa.ca

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