

Alberta Schools' Athletic Association (ASAA)
Assistant Director,
Provincial Championships & Member Services

The ASAA is inviting applications for the position of Assistant Director, Provincial Championships & Member Services. 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 January 2022.

The ASAA is the governing body for high school sport in Alberta, administering provincial championships in 12 sports for approximately 380 member schools. In addition to overseeing host member schools coordinating 30 championships, the ASAA oversees initiatives aimed at Student Leadership, Coach and Athletic Director education and school sport for under-represented populations.

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

Responsibilities

The *Assistant Director, Provincial Championships & Member Services* will:

- Provide assistance as one of the major ASAA liaisons to provincial championship host committees, Provincial Sport Commissioners and Officials Associations in all of the ASAA's 12 high school sports
- Oversee and assist in online athlete and team registrations
- Oversee and assist Sport Commissioners on rankings committees/processes
- Assist with maintenance and update of the Association website
- Assist with the annual update/review of publications and championship items (policy handbook, calendar, directory, yearbook, newsletters, scorepads, banners, etc.)
- Assist with meeting management for Executive Committee meetings and two annual Board meetings
- Represent the Association at various events/presentations as required
- Other responsibilities as assigned by Executive Director

Qualifications and Experience

The successful candidate should possess the following:

- Sport Administration and Event Management experience; minimum 3-5 years.
- Strong communications skills, both verbal and written
- Excellent interpersonal and organizational skills and a proven ability to manage and prioritize a number of tasks at the same time
- Advanced computer skills in Google suite and MS Office
- Experience with Adobe Programs; InDesign at minimum, ideally Adobe Captivate and Photoshop
- Degree or diploma in sport administration, business, education or related field

- Preferred: knowledge of or experience with the school sport system in Alberta and general understanding and passion for school sports.

Compensation

Salary range: Starts at \$52,000 - \$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 a cover letter and resume in pdf format via email by **11:59 pm on December 23, 2021**, to:

John Paton, Executive Director
Email: info@asaa.ca

Alberta Schools' Athletic Association
11759 Groat Road
Edmonton, AB T5M 3K6

**Please Note:*

Resumes sent without a formal cover letter (both must be in pdf format) will not be considered, and only those candidates selected to be interviewed will be contacted.

