



Job Title: Assistant to the Executive Director
Job Type: Permanent, part-time (0.5 FTE)
Reports to: Executive Director

Hours and Nature of Work

- This is a part-time, salaried position. Although the regular work schedule will be Monday through Friday 10:00 am until 2:00 pm, there will be some variability including evenings, weekends and some travel requirements to conferences, meetings, and events.
- As part of a dynamic team of professionals, this position will be based in Curling Alberta's head office, located in Edmonton at 11759 Groat Road NW.
- The incumbent will be required to provide his or her own reliable transportation.

Primary Duties

- Conserves Executive Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating communications.
- Maintains Executive Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Screens all incoming phone calls, inquiries, visitors, and correspondence, and routes appropriately.
- Assists Executive Director supporting the organization's Board of Directors including collection and preparation of reports.
- Attends board, staff, and committee meetings as requested by the Executive Director.
- Assists to coordinate of Curling Alberta's special events such as symposiums, webinars, meetings, banquets, etc.
- Supports communications initiatives including website updates, social media posts, and newsletters.
- Contributes to team effort by accomplishing various projects, tasks, and duties as needed (e.g., assists to prepare materials and equipment for sanctioned events and programs).

Qualifications

- Bachelor's degree preferred or equivalent work experience
- Strong computer skills including Microsoft Office, Adobe Creative Suite, etc.

Personal Characteristics & Desired Experience

- Exemplary communication and interpersonal skills.
- Strong organizational skills and ability to prioritize multiple tasks seamlessly with a strong attention to detail.
- Accustomed to working in fast paced environments; enterprising and resourceful under pressure.
- Ability to work well independently and in team settings.
- Exceptional planning, analytical, and reporting skills.
- Knowledge of curling and/or the not-for-profit sport industry is an asset.

Compensation

- Salary will be negotiated depending on the incumbent's experience and qualifications but will range between \$19,000 - \$24,000
- Out-of-pocket expenses including meals, parking, and supplies will be reimbursed as per Curling Alberta's expense policies. One one-site parking stall will be provided.

To apply, please send a resume and cover letter to Curling Alberta's Executive Director, Jill Richard, at jill.richard@curlingalberta.ca by December 2, 2021.