

Job Title:	Program Coordinator
Job Type:	Temporary - Summer Term (with possibility of extension)
Reports to:	Director of Player & Leadership Development
Job Purpose:	To assist with the planning and implementation of Curling Alberta's 2023 events and programs.
Job Focus:	<ol style="list-style-type: none">1. Event Planning2. Camp Instruction3. Communication and Marketing4. Administration & General Duties

Hours and Nature of Work

- This is a full-time position from June 5th to August 31st, 2023. Generally, the hours of work will be 8:30am to 4:30pm Monday to Friday but some evenings and weekends will be required.
- This position will be based in Curling Alberta's North office, located in Edmonton at 11759 Groat Road NW. Some offsite work during events is required.
- The incumbent will be required to provide his or her own reliable transportation.

Curling Alberta's Event Coordinator will be responsible for the following primary duties:

- Assist the Director of Curling Center Development with planning Curling Alberta's youth "Ready to Rock" program. This on-ice program will strive to introduce over 1000 youth ages 9-15 to the sport of curling in 10 Curling Centers across Alberta.
- Assist the Director of Player and Leadership Development with planning and implementation of Alberta Rocks Summer Curling Camps. Curling Alberta will be hosting two separate 4-day summer curling camps open to all junior curlers ages 10-17.
- Assist with planning the Women in Curling Summit which will bring together female leaders and competitors for a one day symposium in September 2023.
- Assist with Alberta Curling Tour Kick-off Event, which will host competitive curlers at the Leduc Curling Club.
- Assist with the recruitment of Instructors and volunteers for each event.
- Order and prepare equipment for shipping to events.
- Other administrative duties as required.

Marketing

- Assist with the creation of event and program marketing materials.
- Assist with completing a communication and marketing plan to support each event.
- Lead Curling Alberta's "Ready to Rock", "Alberta Rocks" and "Women in Curling Summit" social media marketing campaigns.
- Update website with event information and other key information when requested.
- Manage and update all communication platforms, including social media and email campaigns, to ensure that all events and related programs are properly advertised.

Qualifications

- Candidates must be between 15 and 30 years of age.
- Candidates with 2+ years of education in a Sports Management or Marketing program will be given priority.
- Proficient computer skills including Microsoft Office, Adobe Creative Suite and Google Suite.
- Previous competitive curling experience is an asset. Previous experience with summer sport programming either as a coach or an organizer is also considered an asset.

Personal Characteristics & Desired Experience

- Exemplary communication and interpersonal skills; able to communicate comfortably and effectively with people at any level, always maintaining a gracious and professional manner.
- Organized and self-motivated; strongly goal and results oriented with success in setting and meeting objectives.
- Accustomed to working in fast paced environments; enterprising and resourceful under pressure.
- Ability to work well independently and in team settings.
- Exceptional planning skills.
- Excellent creative writing and editing skill set.
- Experienced with social media platforms including Facebook, Instagram and Twitter.
- Previous event management experience is an asset.

Compensation

- 35 hour work week – Salary to be negotiated depending on experience.
- Out-of-pocket expenses including meals, parking, and supplies will be reimbursed as per Curling Alberta's expense policies. One on-site parking stall will be provided.

To Apply

To apply, please send a resume and cover letter to Curling Alberta's Director of Player and Leadership Development, Jason Ginter at jason.ginter@curlingalberta.ca by May 26th, 2023.