



Job Title: Assistant to Executive Director/Program Coordinator

Organization: Field Hockey Alberta (FHA)

Hours: Flexible – 3 days per week, 6-8 hours per day

Start Date: October 1st 2021

Application Deadline: September 17th 2021

Location: Calgary, Alberta, Canada

Salary: \$20.00/hr

General: The Assistant to Executive Director/Program Coordinator holds a key position in the Field Hockey Alberta organization. Under the authority of the Executive Director and the Calgary Junior Field Hockey Committee, the Executive Assistant is a key communicator and provides administrative support in the implementation of the organization's programs and services.

Primarily roles and responsibilities include:

1. Work with Executive Director and athletes/parents to identify program needs and develop solutions to meet those needs and generally assist in ensuring that the organization is working on behalf of all members.
2. Work to ensure that 'all' members feel valued, respected and listened to or 'heard' by FHA. This includes answering telephone and email inquiries.
3. Facilitate the day-to-day delivery of the programs and services of the organization including Regional Development, junior programs, high performance programs and adult leagues. This may include liaising with clubs, managing registrations, scheduling, organizing festivals, managing team travel, managing equipment and apparel, booking facilities, casinos, etc.
4. Assist Executive Director in the planning, implementation, execution and evaluation of special projects.
5. Assist Executive Director in compilation and presentation of reports including end of season reports, annual report and reports to governing bodies. Attend governance meetings as required.
6. Assist Executive director to coordinate delivery of programs administered/supported provincially on behalf of FHA, the Alberta Sport Connection, minority groups, indigenous organizations and others.
7. Communicate with members and stakeholders to keep them informed of the work of the organization and to identify changes in the field hockey world served by FHA as directed by Executive Board and Executive Director, including the FHA quarterly newsletter.
8. Maintain FHA contact and membership data bases and undertake systematic communication and information exchange along with periodic surveys to guide field hockey development, planning and advocacy.
9. Maintain the FHA website, social media and coordinate other forms of promotions such as bold signs and road banners.

10. Ensure that personnel, members, donor and volunteer files and digital documents are securely stored and privacy/confidentiality is maintained.

The Executive Assistant should demonstrate competence in some or all of the following:

- a. Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing working environment while maintaining effectiveness and efficiency. Receive feedback professionally.
- b. Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- c. Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- d. Anticipate, understand, and respond to the needs of internal and external members to meet or exceed their expectations within the organizational parameters.
- e. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- f. Set priorities, develop a work schedule, monitor progress toward goals, and track details, data, information and activities.

Required Skills:

- Good oral and written communication skills.
- Self-motivated and high attention to detail.
- Ability to work in a team environment
- Proficient with spreadsheets, word processing and presentation software, online, and with social media
- Excellent Time Management and Organizational Skills
- Critical Thinker and Problem Solving
- Familiarity with membership data and web-based registration management

Interested candidates should submit a cover letter & resume by September 19, 2021. We thank all applicants for their interest, but only those successful will be contacted. Please send cover letter & resume to burgundy@fieldhockey.ab.ca.