

EMPLOYMENT OPPORTUNITY



CUSA has an immediate opening for a Program Assistant. The position will initially commence as a 25 to 30 hour a week opportunity with the potential of expanding to full time. Interested applicants are encouraged to submit their resumes along with cover letters to patti@cusa.ab.ca by Jan 16, 2012.

PROGRAM ASSISTANT - ADMINISTRATION

Working closely with a dynamic team of professionals the Program Assistant will be responsible to assist in the day-to-day operations of the Association, assisting with the implementation of the strategic plan with the focus on the delivery of the Association's programs and events, high standard of member service and acting as a resource to the membership. This position will be the lead contact for the administration of the CSF Coed Program. This position will be 25 to 30 hours per week with the potential to increase to full time by May 2012.

Reporting Relationship

Reports to Office Manager

Duties and Responsibilities

- Manage the entry of game sheet details, includes the collection, editing and distribution of all player statistics, league standings and Arbiter updates;
- Assist with all incoming inquiries from the membership and ensuring information/inquiries, and if required, are directed to the appropriate individuals;
- Assist, as necessary, the Coed Advisory Committee with material and research required;
- Register new and returning members, update registry with changes in status relating to discipline / transfers;
- Assist with match scheduling and re-scheduling as required;
- Assist with the receipting of the daily financial transactions and any fee, fine and bond payments are recorded as required;
- Assist with online team and player account needs;
- Perform the research, writing and distribution of monthly e-newsletters and updates to Facebook Page;
- Responsible for the organization, coordination and promotion of various seasonal competitions and tournaments;
- Assist in the maintenance of the records and file system of the Association, including individual and team files;
- Assist with the preparation and distribution of all necessary information to the membership and governing bodies;
- Assist in the development and implementation of new programs and initiatives;
- Assist with the updating of the information and contents of websites;
- Assist in the efficient and effective operation of the office, including providing vacation relief coverage as required.

Skills and Qualifications

- Degree or diploma in Sport Administration, Recreation or related field;
- Minimum 1 years experience within the sport delivery system;
- Excellent written and verbal communication skills;
- Skilled member services within a diverse membership base;
- Independent thinker, problem solver with flexibility and the ability complete tasks with frequent interruptions;
- Able to foster an inclusive and collaborative environment;
- Proficiency with Microsoft Office;
- Proficiency with newsletter software and website management;
- Passionate about sport and physical activity.