



POSITION DESCRIPTION & APPLICATION PROCESS

POSITION TITLE:	EVENTS & ADMINISTRATIVE COORDINATOR
LENGTH OF TERM:	Permanent Full-time
SUBMISSION:	Include cover letter, resume with 3 references via email to skate.exec@sportmanitoba.ca Please include Events & Administrative Coordinator in subject line.
INTERVIEW PROCESS:	Only those selected for an interview will be contacted.
APPLICATION DEADLINE:	Thursday September 8, 2016 at 4:00 p.m. CST
ANTICIPATED START DATE:	October 17, 2016

1. POSITION FUNCTION

- 1.1. To manage Skate Canada Manitoba competitions and events as assigned.
- 1.2. To provide administrative support for the Skate Canada Manitoba office and Board of Directors.
- 1.3. To provide membership support for Skate Canada Manitoba clubs and regions.

2. RESPONSIBILITIES

2.1 Competitions

- 2.1.1. To be the primary resource for the Events Management Committee and Local Organizing Committees in the preparation, organization and successful execution of Skate Canada Manitoba competitions.
- 2.1.2. In consultation with the Events Management Committee, prepare announcements and technical packages for the following:
 - Sectional Championship
 - Manitoba Open Free Skate
 - STARSkate Regionals
 - STARSkate Provincial Championship competitions
 - Synchronized Skating Championship
 - Prairie Regional Synchronized Skating Championship (when in Manitoba)
 - Crocus Invitational

- 2.1.3. To review all club managed Competition and FunSkate Technical Packages & Announcements to ensure that they are current and correct, prior to approval of Event Sanction in collaboration with the Events Management Committee.
- 2.1.4. To ensure the Local Organizing Committee Guidelines are current and available.
- 2.1.5. To manage registration for competitions, including the registration process and financial management of registration for designated competitions. Organize online Input registrations, record and balance registration fees, and prepare refunds.
- 2.1.6. To prepare competition revenues and expense statements, including calculating the host committee/section profit shares.
- 2.1.7. To ensure Post-Event Reports and financial statements are submitted by the Local Organizing Committees and reviewed by the Events Management Committee to make future recommendations regarding Skate Canada Manitoba competitions.
- 2.1.8. To assist the Events Management Committee to secure and recommend to the Board of Directors a host for the following competitions:
 - Sectional Championship
 - Manitoba Open Free Skate
 - STARSkate Regionals
 - STARSkate Provincial Championship competitions
 - Synchronized Skating Championship
 - Prairie Regional Synchronized Skating Championship (when in Manitoba)
 - Crocus Invitational
- 2.1.9. To manage Medal and Ribbon inventory, including distribution to local organizing committees.
- 2.1.10. To attend Skate Canada Manitoba Events Management Committee meetings as a resource.
- 2.1.11. To attend Skate Canada Manitoba competitions as assigned by the Executive Director.

2.2 Skate Canada Manitoba Annual General Meeting Weekend

- 2.2.1. To prepare and circulate all pertinent Annual General Meeting related material as directed by the Executive Director.
- 2.2.2. To assist with the Sport Raffle draw.
- 2.2.3. To assist with the organization of the Annual General Meeting and related activities as directed by the Executive Director and relevant committee chairs.
- 2.2.4. To assist in the planning and registration of workshops during the weekend.
- 2.2.5. To attend the Skate Canada Manitoba Annual General Meeting weekend.

2.3 Promotion

- 2.3.1. To coordinate the administrative and financial aspects of the Sport Raffle.

- 2.3.2. To act as the Bingo Coordinator.
- 2.3.3. To maintain Skate Canada Manitoba merchandise inventory.

2.4 Administrative

- 2.4.1. To ensure all correspondence and inquiries received in the office are forwarded to the appropriate persons and to monitor follow-up when required.
- 2.4.2. Create and maintain databases including mailing lists, club lists, and board lists.
- 2.4.3. Create and distribute the Skate Canada Manitoba Calendar of Events and Directory, including updates.
- 2.4.4. To submit a written report to the Executive Director on activities monthly or as requested.
- 2.4.5. Maintenance of the office supplies inventory.
- 2.4.6. To complete financial deposits as necessary.
- 2.4.7. To ensure credit card and debit card transactions are completed and recorded as per procedure.
- 2.4.8. To update and submit forms for insurance annually.
- 2.4.9. To review and submit property insurance for Sport Manitoba.
- 2.4.10. To perform other duties as assigned by the Executive Director.

2.5 Meetings

- 2.5.1. To assist with preparation of agendas and information for Executive, Board and other meetings as required.
- 2.5.2. To ensure that all material relating to meetings is gathered and circulated in a timely manner.
- 2.5.3. To attend Board of Directors meetings to record, transcribe and circulate minutes and pertinent material.
- 2.5.4. To circulate minutes and pertinent information from Executive and all Board committee meetings.
- 2.5.5. To assist in the coordination of accommodations, food, meeting rooms and equipment for Skate Canada Manitoba Board of Director meetings and other meetings as requested.

2.6 Website

- 2.6.1. To act as the primary resource in the production and maintenance of the Skate Canada Manitoba website.

2.7 Club and Region Support

- 2.7.1. To act as the initial contact and resource for Skate Canada Manitoba members, clubs and regions.

3. QUALIFICATIONS

- 3.1. Post-secondary degree or diploma.
- 3.2. Experience in event management including financial management.
- 3.3. Experience in office administration.
- 3.4. Demonstrated ability to communicate effectively, both orally and in writing.
- 3.5. Understanding of Skate Canada and skating is considered an asset.
- 3.6. Ability to set up or maintain basic office systems, including files, data bases, and schedules.
- 3.7. Experience in website development and use of computer software and programs.
- 3.8. Ability to establish good working relationships with others; staff and volunteers.
- 3.9. Strong organizational skills.
- 3.10. Willingness and ability to work variable hours including some evenings and weekends.
- 3.11. A valid driver's license and access to a personal vehicle.
- 3.12. Completion of Child Abuse and Vulnerable Persons Registry and Criminal Record checks are required within thirty (30) days of employment.

4. SALARY

- 4.1. Level 5 position; salary to be determined based upon qualifications and experience.

5. HOURS OF WORK

- 5.1. Full time position; 35 hours per week.

6. LOCATION OF POSITION

- 6.1. This position is based out of the Skate Canada Manitoba office in Winnipeg, MB.