



## Edmonton Ultimate Players Association

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[www.eupa.ca](http://www.eupa.ca)

# Administrative Coordinator (Part-time)

Edmonton Ultimate Players Association (EUPA) is a not-for-profit organization offering a wide variety of Ultimate Frisbee playing opportunities for our membership made up of over 1000 new and experienced players in the Edmonton, AB area. Our mission is to advance the sport of Ultimate in the Edmonton area and foster a culture based on sportsmanship, integrity, and community that embodies Spirit of the Game. EUPA is run by an elected volunteer Board of Directors ([eupa.ca](http://eupa.ca)).

## Job Description

As the Administrative Coordinator, working from home or on-site at programmed events, you will ensure EUPA programming is successfully executed and EUPA members receive the highest level of service. Working with the EUPA Executive Director, Board of Directors, and committees, you will be the go-to person for the day to day implementation of organization's strategic vision, and execution of operational tasks. Your tasks will include, but not be limited to:

- Provide support to EUPA members and staff, running adult registration and programming.
- Aid and direct volunteers in the organization and execution of EUPA adult and youth programming (leagues, clinics, tournaments and events), as directed by the Executive Director, Board of Directors and EUPA committees.
- Manage communications to membership and potential members, including social media, newsletters, and external advertising.
- Coordinate fields and scheduling for EUPA programming.
- Coordinate EUPA purchasing of merchandise, equipment, etc.

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## The Ideal candidate demonstrates

- Strong verbal and written communication in English.
- Collaborative attitude, ability to excel in a team and an independent environment.
- Results-oriented self-starter with an ability to multi-task and assess priorities.
- Enthusiastic personality with a passion for interpersonal communication and engagement.
- A flexible work style, with the ability to alter hours or focus to use time efficiently and effectively.

## Qualifications

- Ability to work independently
- Strong organizational and multi-tasking skills
- High level of proficiency with office software (including Google office applications), web technologies and social media.
- Experience working with and managing volunteers is an asset.
- Previous non-profit management or administration experience is an asset.
- Knowledge of the sport of Ultimate or sports programming is an asset.

## Additional Requirements

- Some evening and weekend work will be required.
- Access to personal computer with reliable internet connection.
- Access to a reliable means of transportation.
- All applicants must have their Class 5 license and be legally allowed to work in Alberta, Canada.

This is a part-time salaried position, with flexible work hours.

To apply, please submit a resume and cover letter to **employment@eupa.ca**.

The competition will close when a suitable candidate is found but short listing will begin immediately. Please include a cover letter with your resume, as well as available start date. Only those selected for an interview will be contacted. Thank you to all applicants in advance..