



Edmonton Ultimate Players Association

PO Box 52180
Edmonton , AB T6G 2T5
(587) 523-3543
www.eupa.ca

Executive Director (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).

Job Description

As the Executive Director, you will work with the EUPA Board of Directors, staff and committees. You will be responsible for the short and long term execution planning of the organization's strategic vision and growth, and provide leadership to EUPA staff. Your tasks will include, but not be limited to:

- Implement, advise on, and monitor long and short term initiatives as directed by the Board of Directors.
- Management of EUPA staff, including facilitating activities, monitoring progress, and enabling success.
- Seek out and organize community outreach initiatives, events, partnerships and sponsorships to promote the sport of Ultimate and EUPA in the city of Edmonton.
- Explore and manage applications for grants and funding opportunities.
- Manage insurance, accounts payable/receivable, payroll, annual statements and staff reviews.
- This role is expected to develop and execute additional strategic initiatives that lead to the advancement of EUPA's mission and vision.

The Ideal candidate demonstrates

- Strong verbal and written communication in English.

-
- Collaborative attitude, ability to lead and drive a team in addition to providing positive independent contributions.
 - Ability to influence and inspire large groups or communities towards common goals
 - 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

- Knowledge of Ultimate and a passion for the growth of the sport is a strong asset.
- Demonstrated success in project management, working independently and strong organizational skills
- 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.

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..