



Administrative Coordinator (Part-Time)

Edmonton Ultimate Players Association (EUPA) is a not-for-profit organization offering programming in the sport of Ultimate for our membership in Edmonton, Alberta and surrounding communities. Our Association is run by an elected board of volunteer Directors and a staff of two (Executive Director and Administrative Coordinator)

Job Description

The Edmonton Ultimate Players Association is looking to hire an Administrative Coordinator to support the ongoing implementation of EUPA leagues and tournaments. 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 the 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.
- In conjunction with EUPA Growth and Marketing Committee, manage communications to membership and potential members, including social media, newsletters, EUPA website, and external advertising.
- Work with the EUPA Fields committee to allocate and coordinate EUPAs resources
- Coordinate EUPA purchasing of merchandise, equipment, etc.

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 manage multiple 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 multitasking 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. All work except that which takes place at EUPA programming (i.e. onsite at League or Tournaments) is done remotely.

The competition will close at 11:59pm MST on **September 10th** but shortlisting will begin immediately. Please include a cover letter with your resume, as well as your available start date. Only those selected for an interview will be contacted. Thank you to all applicants in advance.

Please apply by e-mail to employment@eupa.ca Attn: Mike Steele, Executive Director. Applications without a cover letter will not be considered.