



Percy Page Centre, 11759 Groat Rd, Edmonton AB, T5M 3K6
PH: 780-427-8108 FAX: 780-427-0524

Job Title: Administrative Coordinator

Job Description:

Football Alberta is seeking a permanent part-time dynamic, detail-oriented individual to serve as Administrative Coordinator (AC) who reports to the Executive Director. The AC will be responsible for providing numerous administrative duties for the Provincial office and the membership of Football Alberta.

Key areas of responsibility include:

- 1) Daily Administration Duties
 - Reception
 - Processing of mail and mail outs
 - Resource product sales and office inventory
- 2) Communication
 - Website, Online Registration and Office technology coordinator
 - Assist in newsletter, currently in MS Publisher, and email e-newsletters
- 3) Accounting
 - Data entry of checks, deposits and invoicing using Simply Accounting
 - Regular bank deposits
 - Monitor online credit card program
- 4) Provincial Registration Program
 - Maintain and update annual online team registration and insurance program
 - Liaise with teams to obtain up to date team information
- 5) Assist staff with Program and Event Management
 - Process registration of teams and players for specific Alberta All-Star & and Provincial teams playing inter-provincially
 - Arrange venue, site rentals, transportation and bookings
 - On-site registration
 - Some weekend work and other duties may be required

Qualifications:

The ideal candidate will possess the following qualifications and attributes:

- Minimum two years administrative and/or accounting experience in the above area.
- Strong computer skills with proficiency in MS Word, MS Publisher, Excel, Adobe, Web-Site management and Simply Accounting with Web-Site/Newsletter skills being the most important.
- Strong organization skills, multi-tasking and problem-solving capabilities, with the ability to meet deadlines in a team environment.
- Good verbal and written responsibilities as well as independent and self initiating skills.

Please forward resume, cover letter and two references to:

Brian Fryer, Executive Director, 11759 Groat Rd, Edmonton AB T5M 3K6
Email: bfryer@telus.net, Fax 780-427-0524

Application Deadline: April 27, 2010

Start Date: May 17/Negotiable

Hours: Permanent Part-Time (.5 position/20 hours/week). Flexible weekly time structure may be negotiated.

Salary: \$15.00 - \$18.00 per hour depending on qualifications and experience.