

# Banff Minor Hockey Association

## Event & Administrative Coordinator

**Job title:** Event & Administrative Coordinator

**Location:** Banff, Alberta

**Terms:** Casual year round contract (20hr/month approx. with Sep through Nov being 35/hrs month.)

**Hourly Rate:** \$25.00/hour

**Requirements:** Independent Contractor position. Must be able to work independently with flexible time management. Ability to meet event and administrative deadlines as outlined by the Board of Directors is paramount.

**About us:** The Banff Minor Hockey Association (BMHA), in partnership with its members is committed to promoting the game of hockey through skill development, quality leadership and sportsmanship while creating a fun, positive and safe environment for all athletes and coaches. We are a small hockey association with an average of 90 players annually.

**About the role:** This pivotal position will be responsible for planning and managing special events (tournaments and fundraising) for the association along with providing varied and moderately complex administrative work for the BMHA Board of Directors. It is expected that the successful applicant will develop their own work routine within the parameters provided by BMHA and be well organized and able to manage multiple tasks simultaneously.

**Responsibilities:**

Lead the implementation and organization of public events such as tournaments and fundraisers. Details include:

- Advertising, team selections, deposit collection
- Assist Team Managers organize and track supplies (swag, awards, etc.) when required
- Assist Team Managers with tournament scheduling when required
- Assist with donations and sponsorship for events
- Assist Team Managers with execution of the tournament weekend (volunteers etc.)

Maintain and BMHA website with updates concerning registration, policies, procedures, tournaments and other information.

Assist Communication Director to ensure information is shared both publicly and internally in a prompt fashion

Assist with policy & procedure rewrites

Assist with creation of operating manuals

Liaise between BMHA Board of Directors, Members, Team Coaches & Managers

Implement and maintain a register of parent volunteer hours.

Attend and provide updates at the BMHA Board meetings

Implement and maintain a log of action items and motions arising from the BMHA Board meetings.

Other administrative tasks as assigned by the Board of Directors

**Candidate requirements:**

- Experience/education as an event coordinator
- Experience as an administrative assistant or similar
- Skilled in MS Office Programs (Word, Excel) and Google applications
- Website Maintenance & Development experience (WordPress or other)
- Outgoing personality who is comfortable networking with potential sponsors and asking for their support
- Knowledge of minor hockey includes rules & regulations of CAHL, RHL, Hockey Alberta and Hockey Canada would be an asset
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts as well and the public
- Detail oriented and work well under pressure

**Contact us to apply**

If this position is of interest to you please submit your cover letter and resume to [treasurer@banffminorhockey.com](mailto:treasurer@banffminorhockey.com). Only those selected for an interview will be contacted.