



Administrative Manager

The Edmonton Triathlon Academy (ETA) is a youth and high-performance triathlon club based in Edmonton, Alberta. It was established to grow and develop triathlon in youth within the Greater Edmonton Area and this continues to be its primary mandate.

We are looking to engage a manager to undertake certain administrative duties for the organization as set out below. This is a part time, remote position with a weekly time commitment of 6 – 8 hours. The position will be on a one-year contract with the possibility of extension. The Manager will report to the Board of Directors.

Responsibilities:

- Lead the day-to-day operations of the ETA, including but not limited to; welcoming and onboarding new members, managing the membership list, and overseeing membership communications.
- Work closely with the ETA Head Coach on facility rentals, training programming and the City of Edmonton partnership.
- Spearhead the organization and delivery of ETA special events including but not limited to; Aquathlons, other competitions and social functions.
- Help promote the organization with the objective of recruiting new athletes, including curating promotional material for advertising, managing social media channels (Facebook & Instagram) and attendance at key triathlon events.
- Monitor the ETA website and respond to any inquiries.
- Attend board and stakeholder meetings as needed.
- Oversee the timesheet approval and other administrative matters for the coaches.
- Attend selected and agreed competitions in the Greater Edmonton Area.



Job Requirements / Qualifications:

- Excellent communication skills, verbal and written.
- Competency in Microsoft Office and Google Suite.
- Experience with website maintenance would be an asset.
- Proven track record in exceptional organizational and management skills.
- Previous experience working in the sport sector is an asset but not required.
- Access to a computer with an internet connection.
- Motor vehicle and valid Driver's License.

Application:

Remuneration will be \$1000 per month plus mileage. Final compensation details will be discussed with the successful applicant and experience/qualifications will be taken into consideration.

Please send a PDF cover letter and resume to edmontontriacademy@gmail.com

Attention: President by June 5th, 2022.