



Northwest Calgary Ringette Society
Job Posting: Administrative Assistant
Employment Type: Contract

Northwest Calgary Ringette Society is seeking a highly organized and motivated Administrative Assistant to support the association with key duties that are integral to ensuring a successful season for our ringette athletes, parents, and coaches. Reporting to the President, this position will support various key activities throughout the year requiring key collaboration with the President, Treasurer, Registrar, and Director of Coaching.

Key Responsibilities

- Coordinate with the Treasurer for processing of regular invoices & payments, coach certification reimbursement and expense claim processing
- Coordinate with the Registrar for setting up team rosters in RAMP and supporting the Affiliation process
- Oversee team staff compliance, including registration in RAMP, police checks, Making
- Headway in Sport, Safesport, Respect in Sport Parent and other tracking as required
- Manage Administration email account by responding to general administrative inquiries in a timely manner, and directing specific queries to the appropriate Board member
- Provide support to key association initiatives including NW Rumble Tournament, Gift Card Fundraiser, Casino and associated reporting requirements including AGLC
- Coordinate volunteer program including use of sign up application for volunteer opportunities, volunteer tracking and follow up to ensure volunteering commitments are fulfilled by the membership
- Other duties as assigned and as approved by the President

Requirements and Qualifications

Key Skills	Strong organizational, written and verbal communication skills Attention to detail with an ability to work under pressure, work independently, and meet deadlines Develop and foster positive working relationships with all stakeholders Ability to prioritize and manage multiple key deliverables
Technical	Proficiency with Google suite - docs, sheets, drive and gmail Experience with RAMP, Sportsoft, SignUp Genius or alike considered an asset
Requirements	Work remotely, supplying a personal computer with the ability to access Google suite of applications. Access to a consistent and reliable internet connection
Compensation	Compensation is paid monthly according to contract amounts and agreed hours
Term	one year contract term

How to Apply

Submit your resume via email to secretary@nwringette.com. Include a cover letter indicating your interest in the position and your connection to Northwest Calgary Ringette Society.

Kindly send all inquiries to president@nwringette.com. Applications will be accepted until a suitable candidate is found.