



## **TRACK & FIELD / ROAD RUNNING / CROSS COUNTRY**

214-200 Main St. ● Winnipeg, MB R3C 4M2 ● Tel: 204-925-5743 ● Fax: 204-925-5792 ● [athleticsmb@shaw.ca](mailto:athleticsmb@shaw.ca) ● [www.athleticsmanitoba.com](http://www.athleticsmanitoba.com)

### **Athletics Manitoba Office Administrator**

Athletics Manitoba is a not-for-profit provincial sport organization responsible for the development and promotion of the sports of Athletics in Manitoba, including track & field, road running and cross country.

Athletics Manitoba is currently seeking an Office Administrator for a term position. The ideal candidate will be highly motivated, with excellent management, organizational, written, and computer skills and the ability to manage multiple tasks. Experience in working with volunteers, funding organizations and businesses and knowledge of the sport system in Manitoba, and athletics specifically, is an asset.

#### **Position Responsibilities include:**

Board of Directors and Committees meetings - Attend meetings to provide information and assistance with reports and information as needed.

Communications - Coordinate and manage the Athletics Manitoba website and material for membership communications, media releases, program & event announcements and results.

Membership - Process all membership applications and maintain the internal and online membership databases.

Program Assistance - Assist Program Manager and Provincial Coach when necessary on programs and related projects

Competition - Attend sanctioned competitions, equipment and technical meetings as required, as well as manage documentation for events, including invoicing for fees

Bingo - Maintain all aspects of the Bingo contract with Clubs.

Office - Manage general office duties including typing, filing, mailing, as well as attendance at weekly staff meetings; Work under the direct supervision of the Program Manager and the general supervision of the Executive Committee

The Office Administrator is a term position from January 14, 2008 – April 30, 2009. The hours are part time from January 2, 2008 to March 31, 2008 then Full Time from April 1, 2008 to April 30, 2009. Part time hours are 18.75 hours per week, and full time will be 37.5 hours per week. Salary range is \$14.00 - \$15.00/hour plus sponsorship bonuses. Application deadline is **December 14, 2007**. Only successful candidates will be contacted. Please send resume to:

Selection Committee

Athletics Manitoba

200 Main Street Winnipeg, MB R3C 4M2

Fax: 925-5792, Attention: Athletics Manitoba

Email (in PDF or Word): [athleticsmb@shaw.ca](mailto:athleticsmb@shaw.ca)