

Employment Opportunity

We are looking for multiple Sport Program Administrative Coordinators out of the Regina office to supports us within these two main areas:

- 1) Provide daily support in the general administration of the Regina office. Provide support in the area of member services, particularly assisting with the day to day management of the National Registration and Insurance programs. Assisting the Executive Director with specific projects. Provide day to day administration of communication systems. Maintain an inventory of all office supplies and coordinating the maintenance of office equipment.
- 2) Provide daily support in the coordination and administration of our special events and team programming. Support the logistical and administrative planning and operations for transportation and accommodations, event administration and operations, volunteer recruitment and management, volunteer communications, equipment coordination and training needs. Budget and inventory management related to our programs this summer.

Desired Qualifications and Skills:

- Proven high level administration skills with attention to details
- Ability to handle multiple priorities in a busy office environment with periods of high volume
- High Degree of resourcefulness and ability to work independently as well as a team setting
- Excellent interpersonal, organizational and communication skills
- Proficient in Microsoft Office (specifically PowerPoint, Word, Excel and other computer based applications)

To apply please send your resume and cover letter to:

Email: jobs@saskrugby.com with Sport Program Administrative Coordinator in the subject line

We'd like to thank all applicants for your interest in Sask Rugby, only candidates selected for interviews will be contacted.

