ADMINISTRATIVE ASSISTANT POSITION
AT WATER SKI & WAKEBOARD ALBERTA

POSITION TITLE: ADMINISTRATIVE ASSISTANT

- Assistant Administrator is responsible for providing effective administrative support to the Executive Director of Water Ski & Wakeboard Alberta.
- The Water Ski & Wakeboard Alberta office is in the Percy Page Building in Edmonton
- This is a Part Time Position and paid hourly. Approx. 10-15 hours per week

RESPONSIBILITIES

Work closely with the Executive Director to jointly provide excellent administrative support. Duties include:

- Answering the office phone in a helpful and responsive manner.
- Maintaining online calendar and arranging meetings for Board.
- Review and assess all incoming mail.
- Prepare, compose and edit a variety of documents, including highly confidential correspondence, memoranda, presentations, letters, contracts and proposals of exceptional quality.
- Maintain the company's website as required for regular updates (WIX)
- Working with Executive Director on the delivery of WSWA's social media strategy, creative development and regular postings as required (Hootsuite knowledge an asset)
- Assist with the creation of promotional materials & signage for key events
- Assist in creation of advertising materials (e.g. - for events, magazine, newspapers, posters etc.);
- Create and distribute e-mail newsletters via Mailchimp on a regular basis, gather and organize information and photos
- Support event planning as needed (AGM, Provincial Awards Banquet, Boat Shows)
- Support and provide administrative capacity for all events and programs that includes setting up registration for the AB Wake Tour, water ski events (as required), wake and ski and grassroots programs
- Prepare results from all wake and ski events for updates to website, social media and newsletter
- Assist with document filing and organization on Google Drive/Dropbox
- Assist with development of WSWA Operations and Policies manual
- Assist with ordering medals and awards for various events
- Assist with Grant applications and grant summaries
- Assist with year-end reporting requirements

ABOUT YOU:

- Previous administration experience is preferred.
- Ability to provide effective administrative support to Executive Director.
- Excellent knowledge of and experience working with Microsoft Office suite of products (Word, Excel, PowerPoint and Outlook) and excellent knowledge of using Google Drive, Gmail and MS Office Suite & Google Sheets, Docs, Forms is required;
- Experience with the Adobe Creative Suite – particularly Photoshop, Illustrator and InDesign is an asset
- Using Mailchimp is required.
- Video production experience using Adobe Premiere or Apple IMovie an asset;
- Excellent organizational and time management skills;
- Ability to work alone with a high degree of independence and initiative; and
- Excellent written and interpersonal communication skills.
- Excellent organizational with the ability to establish priorities and meet deadlines
- Prepared to work flexible schedule (overtime, evening and weekends when required)
- Must hold a valid driver's license.

APPLICATIONS CLOSE: FEBRUARY 29, 2020

Please send your resume and a cover letter to suzanne@wswa.ca Please include on the subject line: Administrative Assistant Position