



Hockey Alberta is seeking a talented and energetic professional to join the organization as our newest Coordinator, Hockey Development. This is a full-time maternity leave position, based out of Red Deer, AB, and will extend until July 31, 2022.

The Coordinator, Hockey Development position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. Under the direction of the Manager, Female Hockey, this position focuses on providing quality service to the membership and stakeholders of Hockey Alberta, as well as positive experiences for players within Alberta. Working alongside other staff and volunteers, this position leads and guides Hockey Alberta volunteers, connecting them to the annual strategies aimed at advancing the game as it pertains specifically to coach development.

This Coordinator position includes the following areas of responsibility:

1. **NCCP Clinic Administrative Process**
2. **Edmonton Coach Clinic Coordination**
3. **Alberta Coach Development Plan**
4. **Future Leader Development Program**
5. **General Support to Regional Center Strategy**
6. **Support for Meetings and Events**

The successful candidate works collaboratively with other Hockey Development Coordinators, the Manager, Female Hockey, the Senior Manager, Hockey Development, and staff members across the organization to provide quality programs, events, and to lead co-workers and volunteers in strategies aimed at advancing the game of hockey in Alberta.

QUALIFICATIONS AND KNOWLEDGE

- Post-secondary Degree or Diploma in relevant field.
- 1-3 years of experience in a professional office setting.
- Experience working on and coordinating events.
- Demonstrated writing, editing and grammar skills.
- Experience with Microsoft Word, Outlook, PowerPoint, and Excel and other Microsoft products.
- Excellent verbal communication skills with ability to present ideas and information clearly.
- Communication and organizational skills for working in a busy team environment
- Knowledge and experience in areas of office administration or other related disciplines
- Interpersonal Skills
 - ability to positively and diplomatically communicate and interact with volunteers, members, sponsors, media, board members, executive, staff and general public
 - ability to work independently on tasks and projects
 - ability to meet various deadlines and work on ongoing projects
- Understanding of the sport of hockey and the business of sport is an asset.
- Ability to create, facilitate change, develop and implement yearly budgets and respect policies.
- Ability to work evenings and weekends as required by the position
- Ability to work independently and dependently with volunteers.



OTHER DETAILS

Based on Hockey Alberta's Compensation Policy, the salary range for this position is \$46,495 - \$54,700 (relative to the successful applicant's education and experience) per year.

Applications will be accepted until **Friday, June 9th, 2021 at 11:59 pm (MT)**. Only those selected for an interview will be contacted.

TO APPLY

Please submit your resume and a cover letter via email to:

Hockey Alberta

Attention: Kendall Newell, Manager, Female Hockey

Email: jobs@hockeyalberta.ca

ABOUT HOCKEY ALBERTA

Hockey Alberta is the governing body for organized hockey in Alberta and a proud member of Hockey Canada. We have remained a volunteer supported organization that formed in 1907. Hockey Alberta has over 400 members which includes the minor hockey associations and club teams that serve our approximately 100,000 participants. Our head office is in Red Deer at the Gary W. Harris Canada Centre at Red Deer College, with Regional Managers in Grande Prairie, Lloydminster, Medicine Hat/ Lethbridge, Edmonton and Calgary.

Vision: Hockey For Life.

Mission: To create positive opportunities and experiences FOR ALL PLAYERS through innovative leadership and exceptional service.

Values:

Integrity – Do the right thing for the right reasons

Community – Make a difference for all Albertans

Collaboration – Work together, win together

Innovation – Be curious, courageous, creative

Passion – Fuels our why, drives our what

Hockey Alberta is an equal opportunity employer. We are committed to creating an inclusive and diverse environment that provides opportunities for all.