



## Northwest Territories Amateur Speed Skating Association

### Job Opportunity: Sport Director

Closing date, March 10, 2020

Northwest Territories Amateur Speed Skating Association (NWTASSA) is accepting applications for a part-time sport administrator. For further information and to apply, please email NWTASSA president, Alex Clinton at [aclinton@theedge.ca](mailto:aclinton@theedge.ca)

Key responsibilities and activities include but are not limited to:

- Program planning and administrative assistance for president and board programs
- Researching and writing funding and grant applications
- Grant activities coordination (travel and venue bookings, reports and data collection)
- Website management and maintenance
- Membership registration
- Games and camps registration and coordination
- Communication with clubs and general membership
- Events and sport promotion
- Other duties as directed by the board

Other requirements:

- Excellent communication and writing skills
- Strong organizational and time management skills
- Strong computer skills including experience in Excel, MSWord, email, databases, Skype, website management, social media
- Candidate must provide own computer
- Knowledge of the sport of speed skating an asset

Compensation:

- Approximately \$30,000 annually for 80 hours/month averaged over 1 year of work (hours may increase in winter months and be less in the summer). Hours are flexible.