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| **Organization: KidSport Calgary & Area** |
| **Location**: Office is located in Calgary. Communities we support include Calgary, Airdrie, Cochrane, Rocky View County, Strathmore, Chestermere, High River, Black Diamond and Turner Valley. |
| **Job Title**: Administrative Coordinator |
| **Start Date: March 14, 2022** |
| **Hours:**25-37.5 hours per week | **Type of Position**:Full time – Flexible Schedule and Part-Time Option Available | **Salary Level/Grade**:$38,000-$42,000 Reviewed annually  |
| **About KidSport Calgary & Area:**KidSport believes that no kid should be left on the sidelines and all should be given the opportunity to experience the positive benefits of organized sports. KidSport provides support to children in order to remove financial barriers that prevent them from playing organized sport, by supportingregistration fees of qualified applicants.KidSport is a national non-profit organization with 170+ provincial and community chapters in Canada. KidSport Calgary and Area is the local chapter responsible for providing sport opportunities to kids in need in Calgary, Airdrie, Cochrane, Chestermere, Strathmore, Turner Valley, Black Diamond and Rocky View County. Funds raised in our community stay here to help kids in our community! |
| **Overview of the Position:**This position is a key piece of our small team as we work to get more local kids off the sidelines and into the game. This Administration Coordinator position will have the main focus of supporting families through the KidSport application process while working alongside our sport partners in confirming funding and application confirmations. This role will be a key part of supporting our team which includes the Calgary Flames Sports Bank and the amazing impact we have on thousands of local kids thanks through our application process. Together you will be part of a team with the main focus of ensuring we are always in a position to be able to assist a qualified local family so their kid(s) can enjoy all the positive benefits of participating in organized sports. |
| **Job Description/Key Responsibilities:*** **Office Administration**
	+ Answer phones, manage email, and return voice mails as required
	+ Support KidSport and Calgary Flames Sports Bank Team around monthly priorities as they are set
	+ Support Community Outreach Coordinator with volunteer coordination and event preparation as required
	+ Administrative support for the CEO and Manager Finance & Client Services as required
* **Applicant Administration**
	+ Ensure process is efficient for qualified families and reviewed on a regular basis
	+ Main point of contact for KidSport families seeking financial assistance. Working with directly with our Manager, Finance and Client Services to handle the daily administration of our application process
	+ Preparing data and information for regular reporting to the board and community on our sport registration fee assistance program and our overall impact
	+ Regular data collection from KidSport families to help understand any opportunities for process improvement as well as where KidSport families are coming from
* **Financial Management**
	+ Understanding the budget and direct impact for your role
	+ Exercise sound accounting practices with accurate tracking and timely financial reporting
	+ Monthly submission and accurate tracking of personal expenses and organization credit card utilization
	+ Ensure the security and privacy of all personal information and all staff and volunteers adhere to the safety and security of this information
	+ Lead donor data collection and entry into our donor management software
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| **Qualifications*** Strong communication skills both verbal and written
* Ability to tell the KidSport story – preference given to candidates who can speak passionately about the role of sport in their life and community
* Completion of a post secondary education degree
* Understanding, compassion, and empathy are all skills important to this role
* Past customer service/relations experience
* Good understanding of and skills with excel, word and cloud based database
* Strong time management skills with shown successes of multi-tasking
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| **Supervision/Reporting**This position will report directly to the Manager, Finance and Client Services. A monthly report is required to provide an update on monthly tasks and go forward priorities/actions/recommendations.  |
| **Scheduling:**This position will require a flexible schedule, including availability on evenings and weekends. Hours will be finalized with the successful candidate. Remote, in office and a hybrid model for work are all options available and will be confirmed with the successful candidate.  |

A resume and cover letter can be sent to:

KidSport Calgary & Area – Hiring Committee

Emailed to kevinw@kidsportcalgary.ca

Deadline for applications is Monday February 28th, 2022 at 4pm Mountain Time

Only short-listed candidates will be contacted.

No phone calls please.