



Organization: KidSport Calgary & Area		
Location: Office is located in SE Calgary. Communities we support include Calgary, Airdrie, Cochrane, Rocky View County, Strathmore, Chestermere, High River, and Diamond Valley. We also support all Southern Alberta with our equipment program.		
Job Title: Administrative Coordinator		
Start Date: February 2024		
Hours: FT flexible – based on successful candidate - Flexible day time hours are available based on candidate	Type of Position: .75 up to Full time	Salary Level \$38,000-\$45,000
About KidSport Calgary & Area: KidSport supports children who need financial assistance with sport registration fees and by providing no cost equipment through our Calgary Flames Sports Bank. We believe that the power of sport participation promotes the development of children’s social, mental, and physical well being. Through increased access to quality sport programs, KidSport is strengthening our community. KidSport is a national non-profit organization with 165+ 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, Diamond Valley, High River and Rocky View County. Funds raised in our community stay here to help kids in our community!		
Overview of the Position: This new position is going to be an integral piece to our future growth, impact, and sustainability. The person moving into this role will have the responsibility of working closely with our team in the areas of financial administration, application/impact administration and donor relations and stewardship. You will be joining our team in a very big year as we celebrate 30 years of KidSport supporting kids in our community, coming off of a 2024 that was the biggest in our organization history with respect to the impact we had on supporting local kids with access to sport. This role will be a key part of supporting our organization which includes the Calgary Flames Sports Bank and the amazing impact we have on thousands of local kids each year. Together you will be part of a team with a focus of ensuring we are always able to assist qualified local families so their kid(s) can enjoy all the positive benefits of participating in organized sports.		



**Key Responsibilities – Areas of Focus**

- Working with our Manager of Finance and Client Services to coordinate all accounts payable and receivable as an organization
- Working with our Community Impact Coordinator to support the application process. This will include assisting families as they work through the application, to interacting with sport clubs and supporting the monthly batch process
- Supporting our team in the office by answering phones, helping families set up appointments for equipment and general administrative support within the office
- Coordinating our annual skate shack booking process with local schools and community associations
- Initiating the donor recognition and stewardship process with our Partnership Manager. This includes initiating the appreciation and recognition process, entering donor records, reporting and celebrating the impact our donors are helping us have

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
- Previous experience with QuickBooks Online and CRM software is valuable in this role
- Experience in relationship building within a small team
- Good understanding of and skills with Microsoft 365 (Word, Excel, Teams, SharePoint) and donor management software
- Strong time management skills with shown successes of multi-tasking
- Experience working with a Board of Directors and Volunteer led organization
- Ability to work and collaborate in a small team environment
- Strong contributor to a positive workplace

Supervision/Reporting

This position will report directly to the Manager, Finance and Client Services. Regular reporting is required to provide an update on monthly tasks and go forward priorities/actions/recommendations.

Scheduling:

The position can accommodate limited work from home needs with majority of work hours spent in office. This position is being posted as a .75 up to a full-time role as finding the right candidate is essential and to do so we believe this role will fit a compressed schedule, 9:00-2:30 daily, to a FT 8:30-4 schedule. Please include any work schedule inquiries in the email with your resume and cover letter.

A resume and cover letter can be sent to:
KidSport Calgary & Area – Hiring Committee
Emailed to lisap@kidsportcalgary.ca

Deadline for applications is Friday, January 17, 2025, at 4:00pm Mountain Time
Only short-listed candidates will be contacted. No phone calls please.