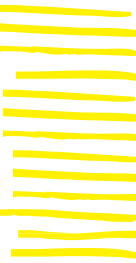




So **ALL** Kids Can Play!



KidSport Edmonton Job Description Community Engagement Administrator

KidSport Edmonton (KSE) is a local non-profit-organization that manages a fee assistance program called KidSport's 'So ALL Kids Can Play!' Grant Program, subsidizing sport registration fees for kids who come from families that face financial hardship.

Role Overview

You will play an essential role in the delivery of KidSport's 'So ALL Kids Can Play!' Grant Program and in the execution of KSE's events and communications strategy. This dynamic position combines program administration, community outreach, event coordination, and communications support to ensure families receive timely assistance and the KidSport mission reaches a wide audience.

Role Information

- Start Date: August 18, 2025
- Fixed-Term through to December 31, 2025, with the possibility of extension
- Job Title: Community Engagement Administrator
- Position Type: Part-time Employee
- Location: Home & Office (Percy Page Centre)
- Hours: 25 to 30 hours per week
- Pay: \$24 per hour
- Benefits: Health Benefits, 2 weeks paid vacation, free parking, laptop plus other necessary technology, flexible work schedule, \$25 monthly cell phone subsidy, and \$150 annually for professional development

Accountability, Reporting & Evaluation

- This position is accountable and reports in a consistent manner to the Operations Manager
- This position is evaluated by the Executive Director on an annual basis, if the role is extended

Responsibilities

KidSport Program (60%)

- Responsible for phone communications with KidSport Families and Sport Clubs; past, current and potential future KidSport Program users. Including but not limited to answering the phone and listening to and returning voicemails connected to the KidSport Program including financial inquiries.
- Responsible for online communications with KidSport Families and Sport Clubs; past, current and potential future KidSport Program users. Including but not limited to responding to inquiries, sorting emails into appropriate Gmail folders for colleagues, saving application documents into the system, and storing testimonials.
- Responsible for keeping the Program Team Communications Log updated
- Support Program Team by vetting KidSport Grant Program applications

Event & Communications (40%)

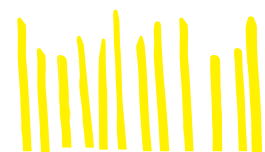
- Through working with the Operations Manager and Events and Communications Manager, facilitate community outreach through promotional booths and informational presentations
- Through working with the Events and Communications Manager, support with the execution of KSE fundraising events, both in-house and community-based
- Through working with the Events and Communications Manager, contribute to social media and e-newsletter content through creative writing and idea development

General

- Support colleagues with tasks, when requested by Direct Supervisor
- Provide a high level of customer service with community members
- Constant, professional, communication with others supporting KidSport's Grant Program
- Gather client feedback to inform procedures
- Work with coordinators, receive support from management, receive direction from Executive Director
- When support is provided by colleague or volunteer, provide direction, communicate with and support them

Qualifications

- Minimum three (3) years' experience in a non-profit administrative role
- Preferred: Experience with Google documents, Gmail, Microsoft 365 including Excel and experience in community engagement, event planning, and outreach
- General Qualifications:
 - o Passion for KidSport Edmonton's mission





So **ALL** Kids Can Play!

- Willingness to learn and continue education for best practices within the role
- Excellent written and verbal communication skills
- Excellent attention to detail with strong administrative and organizational skills
- Ability to build and maintain relationships with diverse groups
- Self-starter that can work independently in a fast-paced, deadline-driven environment
- Ability to stay motivated to work in a hybrid style environment
- Current and clear Police Check
- Considered Assets:
 - College degree in a related field
 - Understand fund management process including cheque writing, and spreadsheet maintenance
 - Strong passion for sport and physical activity with an understanding of the local minor sport system
 - Understanding of issues/opportunities regarding participation of under-served populations in sport

How to Apply:

Submit resume and a cover letter to Executive Director, Dayna Josdal
dayna@kidsportedmonton.com

Deadline to apply is Wednesday July 16, at midnight