



## KidSport Edmonton Job Description Event and Communications Manager

KidSport Edmonton (KSE) is a local non-profit-organization that manages a fee assistance grant program, subsidizing sport registration fees for eligible kids who come from families that face financial hardship.

### Role Overview

You will serve as an essential member on KSE's Team by managing a multi-faceted position with responsibilities connected to events (fundraising & outreach), marketing (social media & general communications), and volunteers (general event & ambassadors) while also implementing strategic initiatives.

### Role Information

- Start Date: February 16, 2026
- Job Title: Event and Communications Manager
- Position Type: Full-time Employee
- Location: Home & Office (Percy Page Centre)
- Hours: 37.5 hours per week
- Annual salary (gross): \$64,350
- 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 to the Executive Director
- This position reports to the Executive Director, on a weekly basis
- This position is evaluated by the Executive Director, on an annual basis

### Responsibilities

#### Event Management

- Organize and manage in-house fundraising events and campaigns
- Responsible for securing gift-in-kind prizes for in-house events and campaigns
- Support the KSE Team by securing Corporate Partners for in-house events
- Chair and manage the Event Committee
- Work with Contractors and other stakeholder groups to host successful events
- Work with community members as they organize third party events, both fundraising and outreach events
- Communicate with the Finance Manager for tax receipts of those who donate via events and campaigns
- Manage bi-annual casino with Finance Manager and Fund Development Manager
- Responsible for applying for AGLC licensing and ensure AGLC reporting is completed, for raffles
- Responsible for keeping event material organized in the KSE office
- Responsible for keeping the KSE office stocked with branded swag for third party and outreach events

#### Communication Management

- Work with Contractor on communications plan including but not limited to social media, and event websites
- Create social media content outside of work with the Contractor including community engagement pieces
- Create and send monthly e-newsletters
- Responsible for updates to the KSE website
- When needed, create general graphics for outreach, third party events, etc.

#### Volunteer Management

- Responsible to recruit and retain volunteers for the Ambassador Program and General KidSport Volunteers
- Coordinate and facilitate orientation and training for new volunteers
- Deliver clear and consistent volunteer communications, including scheduling and task expectations
- Maintain accurate and up-to-date volunteer records, databases, and documentation
- Ensure all required vulnerability checks and compliance requirements are completed and tracked

#### General

- Provide a high level of customer service with community members through phone, email, and in person
- Work with other Managers, and when capacity allows support colleagues
- Understand how the budget, and strategic and operational plans impact your role
- Responsible for paperwork connected to the role from tracking to reporting and submitting data
- Evaluate all aspects of the role, the systems, and processes used for continuous improvement
- Annually, prepare relevant documents and websites for the upcoming year
- Stay up to date on industry trends, best practices, and relevant applicable legislation
- Support Executive Director with interview processes, when task cross-over is relevant



So **ALL** Kids Can Play!

#### Qualifications

- Minimum: Bachelor's degree with 5 to 10 years of experience in event management
- Preferred: Experience with Constant Contact, Canva, Microsoft 365, Google Workspace, Wix, WordPress, Rafflebox and DonorPerfect
- General Qualifications:
  - o Experience organizing and coordinating volunteers as well as planning and hosting events
  - o Experience with marketing, and communications
  - o Solid understanding of social media management
  - o Able to work flexible hours, evenings and weekends, as required
  - o Has reliable transportation to get to meetings and events
  - o Analytical thinker that is a decisive decision maker with the ability to prioritize and communicate to the Team what the key objectives and tactics are to achieve organizational goals
  - o Strategic thinker that has the ability to anticipate future needs, while incorporating current trends and understands system change impacts
  - o Has ability to incorporate improvements/modifications into the organizational plan in an ever-changing environment
  - o Relationship builder with interpersonal skills, who values collaboration and has the flexibility and ability to manage by influence with diverse stakeholder groups
  - o Exceptionally strong project management skills, organizational skills, administrative skills, communication skills and strong ability to multitask
  - o Self-starter and hard worker who enjoys creating and implementing new initiatives while also looking for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation
  - o Strong passion for sport and physical activity with an understanding of the local sport system
  - o Understanding of the issues and opportunities regarding the participation of underserved populations in sport
  - o Passion for KidSport Edmonton's mission
  - o Current criminal record check

**If interested, email your cover letter and resume to  
Dayna Josdal, Executive Director by Sunday, January 11 at 11:59pm  
dayna@kidsportedmonton.com  
Candidates selected for consideration will be contacted directly**