



So ALL Kids Can Play!

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 Jodsal, Executive Director by Sunday, January 11 at 11:59pm
dayna@kidsportedmonton.com
Candidates selected for consideration will be contacted directly