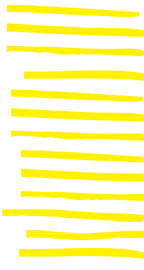




So **ALL** Kids Can Play!



KidSport Edmonton Job Description Program 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 serve as an essential member on the KSE Team through co-coordinating KidSport's 'So ALL Kids Can Play!' Grant Program. Externally communicating, connecting with and supporting KidSport families & Sport Club Partners, as well as internally looking after the administrative tasks associated.

Role Information

- Start Date: January 16, 2025
- Job Title: Program Administrator
- Position Type: Part-time Employee
- Pay: \$23 per hour
- Hours: 30 hours per week
- Location: Home & Office (Percy Page Centre)
- 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 manor to the Operations Manager
- This position is evaluated by the Executive Director on an annual basis

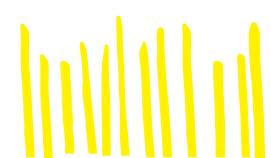
Responsibilities

Maintain KidSport's Grant Program (90%)

- Support with reviewing applications and inputting data from the application into KidSport's Program Database
- Support with following up with applications, connecting with KSE families and Sport Club Partners
- Support with communicating status of applications with KSE families and Sport Club Partners
- Responsible for working with Bookkeeper and Program Coordinator Lead to complete QuickBooks Online entries during the monthly funding run to send EFT's and/or cheques to Sport Club Partners
- Responsible to create and send EFT emails to KSE families and Sport Club Partners
- Responsible for Sport Club Partner admin including but not limited to, educating new and current Sport Club Partners by providing them with KidSport's Sport Club Program Guide, share Direct Deposit information received with the Bookkeeper and add/update Partner information in QuickBooks Online, keep the Sport Club Partner Database updated, etc.
- When necessary, responsible for phone calls that pertain to applications
- Responsible for the Application Google inbox, responding to KSE family and Sport Club inquiries, moving emails into appropriate Gmail folders for other colleagues, and to download application documents into KSE's OneDrive or upload onto Smart Simple.
- Monitor role-specific Outlook inbox
- As needed, facilitate outreach in the community, including but not limited to outreach booths/presentations via Event and Communications Manager
- Responsible for coordinating Experience Give Away requests
- Responsible for securing and storing testimonials
- Support colleagues with tasks, when requested by Direct Supervisor, including but not limited to - following up with monthly donors, writing thank you cards, pulling and sorting KSE family and Sport Club Partner data for internal requests, etc.

General (10%)

- 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
- Understand the budget and direct impact for your role i.e., monthly spend and donors connected to funds
- Look for ways to improve the system and update the Program Coordinator Guide as needed
- Work with coordinators, receive support from management, receive direction from Executive Director
- When support is provided by a colleague or volunteer, provide direction, communicate with and support them





So **ALL** Kids Can Play!

Qualifications

- Minimum: 3-5 years' experience in a non-profit administrative role
- Preferred: Experience with Google documents, Microsoft 365 including excel, and QuickBooks Online
- An Asset: College degree in a related field
- General Qualifications:
 - o Understand fund management process including cheque writing, and database/excel spreadsheet maintenance, an asset
 - o Willingness to learn and continue education for best practices within the role
 - o Excellent communication skills both verbal and written
 - o Self-starter that can work independently in a fast-paced, deadline-driven environment
 - o Ability to work in a hybrid style environment, while staying motivated to continue the work while working from home
 - o Excellent attention to detail with strong administrative and organizational skills
 - o Strong passion for sport and physical activity with an understanding of the local minor sport system, an asset
 - o Understanding of the issues/opportunities regarding the participation of under-served populations in sport
 - o Passion for KidSport Edmonton's mission
 - o Current criminal record check

To apply for this job, please submit cover letter and resume by December 9, 2024, to Executive Director, Dayna Jisdal at dayna@kidsportedmonton.com

Thank you, only those selected for an interview will receive communication from KSE