

## Employment Opportunity

**Position:** Coordinator, Membership Services

**Term:** Three-month contract – with an opportunity to extend

**Remuneration:** \$30/hour

**Hours:** 27.5 hours/week\*

*\*Some evening and weekend work may be required as discussed*

**Location:** Hybrid/Athletics Alberta office (Expo Centre - 7515 118 Ave NW, Edmonton, AB T5B 0J2)

**Anticipated Start Date:** January 2026 (negotiable)

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## Overview

Athletics Alberta is looking for a highly motivated and skilled individual to join our team in the position of Coordinator, Membership Services. The successful candidate will bring strong coordination skills with a service mindset. The candidate will provide support to the membership of Athletics Alberta with a specific emphasis on general membership services, insurance interpretation, club application and reporting; volunteer development, event support; and club governance. Significant duties will include supporting membership inquiries – including registration; communicating and assisting with the interpretation of the associations policies; and coordinating member communications and website content.

## Responsibilities and Duties include but are not limited to:

- **Membership Services**
  - Create and distribute club affiliation and membership registration information using various communication channels.
  - Prepare the online registration database for each association membership category and provide updated membership statistics and reports.
  - Provide club administrators and members with system support and/or direct them to support services.
  - Manages the association's contact lists for all programs and services.
  - Administer insurance certificates and race sanctioning requests, including facilitating certificates of insurance and pre/post event race reporting.
  - Ensures association programs and services are compliant with association policies.
- **Communications**
  - Maintain and develop essential membership communication strategies across defined association platforms, such as, but not limited to, website, social media, newsletters and email.
  - In association with the Executive Director, coordinates association marketing and communications strategies for Athletics Alberta.
  - Coordinates online platforms as required in conjunction with a Digital Content/Social Media Coordinator, if available, as per communication strategy.
  - Coordinates association newsletters as per communication strategy.
  - Liaise with key stakeholders and others to produce effective marketing and communications.

- **Administration**

- In association with the Executive Director, prepares and develops association materials for distribution.
- Answers general telephone and email inquiries during established office hours or during special event periods and redirects as required.
- Manage screening requirements for registered members and volunteers; including Criminal Record Checks and Safe Sport Training.
- Maintains the association's filing and registration systems, inventory of office supplies and printing requirements.
- Review and update all relevant policies related to membership services.
- Perform other duties, from time-to-time, as reasonably required by the association and agreed to by the Executive Director to support the operations of the association.

- **Events**

- Coordinates and manages volunteers for Athletics Alberta events/competitions as required.
- In association with the Awards Committee, coordinates Annual Awards recognition and event.

### **Key Skills and Qualifications**

- 3-5 years of relevant business/sport administration related experience, preferably within a not-for-profit role. A university degree or college diploma in sport management, business administration, or a related field would be an asset.
- Knowledge of not-for-profit and sport governance, policy interpretation, SafeSport, and membership compliance.
- Technologically adaptable, with a strong aptitude for learning new software applications.
- Strong communication and prioritization skills, able to liaise and respond to multiple member inquiries.
- Self-starter, critical thinker, ability to develop personal objectives and work without supervision.
- Excellent written and verbal communication skills; experience creating content for newsletters, websites, and social media; ability to develop awareness campaigns and engage stakeholders.
- Highly organized, detail-oriented, proactive, and adaptable; strong interpersonal skills and a passion for sport development and community engagement; ability to manage multiple projects and timelines.
- Proficiency in MS Office 365, Google Workplace, and related applications is an asset.
- Experience planning and executing awards ceremonies, and volunteer initiatives would be an asset.
- Ability to adapt quickly, meet tight deadlines and handle frequent interruptions.
- Physical ability to lift and move event equipment up to 40lbs.
- Valid driver's license and reliable transportation required.
- Provide a satisfactory up-to-date Enhanced Criminal Records Check.

**Application Deadline:** Applications will be reviewed on an ongoing basis; the position will remain open until a suitable candidate is found.

### **How to Apply:**

Please submit your resume and brief cover letter outlining your experience

Email: [executivedirector@athleticsalberta.com](mailto:executivedirector@athleticsalberta.com)

Subject: **Membership Services Coordinator – YOUR NAME**

Athletics Alberta is committed to employment equity and welcomes applications from members of equity-deserving groups. We thank all applicants for their interest; only those selected for an interview will be contacted.

### **Land Acknowledgement**

Athletics Alberta acknowledges that we run, jump, throw, and wheel within the province of Alberta that is located on Treaty 4, Treaty 6, Treaty 7, Treaty 8 and Treaty 10 territories, and respects the histories, languages, and cultures of the First Nations, the Metis, the Inuit, and all of the First Peoples of Canada who share a history and a deep connection with this land, whose footsteps have marked these lands for centuries and whose presence continues to enrich our vibrant community.

### **About Athletics Alberta...**

Athletics Alberta is the provincial governing body for track and field, cross country and road running. As a branch member of Athletics Canada, Athletics Alberta is made up of individual members, member clubs and affiliated organizations. The purpose of the Association is to promote, encourage and develop the widest participation and the highest proficiency in the sport of Athletics.

Founded in 1969, Athletics Alberta is committed to providing a safe environment and fair competition for all our participating members.