



Basketball Saskatchewan Inc.

Job Posting

Sport Administrator

Regina, SK

As the governing body for the sport of Basketball in the province, Basketball Saskatchewan Inc. (BSI) has a main goal to grow, develop and promote basketball throughout the province. This includes the development of athletes, coaches, officials and administrators. BSI believes in hard work, commitment and dedication. We are looking for an energetic individual who is approachable, creative, well organized and familiar with basketball to fill the role of our summer season Sport Administrator. The successful applicant will report to the Executive Director and will provide support for a number of business activities for BSI.

This is a full time contract position from May 6st – August 29th 2019. Typical office hours are 8:30-4:30pm Monday-Friday with a willingness to work some evenings and weekends.

Primary Duties and Responsibilities

- Office procedures such as: daily communications with membership, and preparation and maintenance of electronic documents and spreadsheets
- Oversight of our membership database, including insurance compliance
- Provincial Team logistical preparation duties for training, travel and tournaments
- Creating content for BSI social media platforms and website
- Assist in the planning and implementation of large scale BSI Events (Club Championships, CP Showcase etc.)
- Other duties as assigned by the Executive Director

Knowledge, Skills and Abilities

- Detail oriented
- Excellent written and oral communication skills
- Proficient in Microsoft Office
- Experience updating website content via WordPress
- Familiar with creating content for social media
- Experience with special event management
- Post-Secondary education in Sport Management is considered an asset

All interested candidates please send your resume and cover letter to Megan Penno at executivedirector@basketballsask.com by Friday April 19th 2019. Interviews will be conducted the week of April 22nd- 26th. Only those selected for an interview will be contacted, we thank you for your interest in Basketball Saskatchewan Inc.