

## **Job Description: KidSport Administrative Assistant**

Division: KidSport, Various  
Reports to: Community Sport Development Manager  
Location: Saskatoon

### **Job Purpose**

To provide a professional level of administrative assistance and office management services that will contribute to Sask Sport's ability to carry out their responsibilities and functions in an efficient and effective manner.

### **Primary Duties and Responsibilities**

1. KidSport Central Admin Support
  - Collect and provide data entry support of KidSport Individual and Program Grant Applications received by the Saskatoon, Prince Albert and North Battleford Local KidSport Committees.
  - Assemble KidSport Saskatoon, Prince Albert and North Battleford Allocation Sub-Committee meeting packages and distribute to committee members preceding the meeting dates.
  - Attend allocation meetings to take minutes.
  - Process and distribute follow-up information pertaining to allocation meetings.
    - Includes processing letters to be sent to parents, sport organizations and adult endorsers.
  - Follow-up with applicants regarding incomplete applications.
  - Complete mail-out for approved/declined applications.
  - Address ongoing e-mail, telephone and mail inquiries in a timely manner. Forward correspondence to appropriate local/provincial contacts.
  - Provide ongoing administrative support to Saskatoon, Prince Albert and North Battleford regarding fundraising events/initiatives.
  - Follow-up with donation thank-you letters & temporary tax receipts.
  - Provide administrative support to KidSport Saskatchewan (provincial) fundraising events/initiatives (as required).
  - Continually update Saskatoon, Prince Albert and North Battleford KidSport databases.
  - Other duties as required.
2. Administrative Support to Special Events
  - Collect and provide data entry support for special events.
  - Assemble Sub-Committee meeting packages and distribute to committee members preceding the meeting dates in preparation for events.
  - Attend meetings to take minutes.
  - Process and distribute follow-up information pertaining to meetings.
    - Includes processing letters to be sent to external clientele, sponsors, etc.
  - Follow-up with clientele as required.
  - Other duties as required.
  - Attend fundraising or other special events as required.

3. Administrative Assistant to Provincial KidSport
  - Responsible for assisting with the logistical coordination of all Provincial KidSport Committee meetings including preparing and circulating meeting packages, booking boardrooms, hosting meetings, taking and preparing accurate minutes.
  - Provides assistance and administrative support to special events, fundraising events and awareness campaigns such as KidSport Month.
  - Other Duties as required.
4. Reception Support
  - Reception support as assigned resulting from vacations, sick days, or other absenteeism.

### **Knowledge, Skills, and Abilities**

- Demonstrated knowledge and experience in the following areas:
  - Knowledge of the provincial sport delivery system an asset;
  - Experience in the non-profit sector an asset; and
  - Cultural competency through a strong understanding of First Nations, Inuit and Métis traditions, values, cultures and perspectives, Elder protocols and partnership connections within the Aboriginal community.
  - Experience with social media platforms an asset.
  - Experience working with volunteers an asset.
- Demonstrated skills in the following areas:
  - Communication – verbal, written, reception, and interpersonal;
  - Microsoft Word, Excel, PowerPoint and various databases a must; and
  - Administration, organization and time management with attention to detail.
- Demonstrated abilities in the following areas:
  - Self motivated and enthusiastic;
  - Effectively manage a variety of tasks, and be able to adapt to unexpected interruptions and adjustments to priorities throughout the day; and
  - Work with minimal supervision and also contribute to a team environment.

### **Qualifications and Experience**

- Administration Certificate or Diploma, or similar education and/or training; and
- 2-4 years experience in an administrative role that demonstrates the ability to perform the duties required for this position.

### **Working Conditions**

- Full time, permanent (37.5 hours per week);
- Some travel required; and
- Overtime work may be necessary during busy periods.

## **How to Apply**

Qualified applicants should send a resume and cover letter outlining your experience and how it will assist you in this position to:

Email (preferred): [humanresources@sasksport.sk.ca](mailto:humanresources@sasksport.sk.ca) (please reference job title in email)

Or

Fax: (306)781-6021

Or

Mail: Human Resources  
Re: Saskatoon KidSport Administrative Assistant  
Sask Sport Inc.  
1870 Lorne St.  
Regina, SK S4P 2L7

**Deadline to receive applications is Monday May 22, 2017.**

Only those selected for an interview will be contacted. Sask Sport thanks you for your interest.