



SQUAMISH MINOR HOCKEY ASSOCIATION

Dedicated to the development of hockey players and citizens of the community.

Job Posting

Position: Marketing and Administration Assistant
Classification: Contract, Part Time
Posting Date: Friday, September 23, 2022
Closing Date: Friday, October 7, 2022

Squamish Minor Hockey Association (SMHA) is recruiting for the position of Marketing and Administration Assistant. This is a part time one year contract position with the possibility of extension. Working from a home office, this position is responsible for member communication, engagement and general administrative duties to support the Board of Directors. The position will require roughly 10-20 hours per week during the hockey season (September through March), and 5-10 hours per week in the off season (April through August). This requirement may fluctuate due to the seasonal requirements of the role. Hours are flexible and will include evening and weekend hours at times.

Job Description:

- Provide regular communication to SMHA membership, including players, parents, caregivers, coaches, officials, managers and volunteers.
- Produce written copy and graphic elements for e-newsletters, email, website, social media and TeamSnap applications to promote SMHA programs, services and events.
- Write and distribute press releases and correspondence with the media to promote SMHA programs, services and events.
- Maintain SMHA brand across all communication streams, while promoting values of fun, sportsmanship and team play.
- Act as a first point of contact for SMHA and respond to inquiries received via email, website and social media.
- Work with the SMHA Registrar to coordinate and promote program registration for all SMHA programs and services, including camps and clinics.
- Work with SMHA Technical Director of Hockey to promote existing and new SMHA programs and services.
- Work with SMHA committees such as Tournaments, Special Events, First Shift, Second Rink, Sponsorship + Grants and Sea to Sky Bears to communicate program information and updates.
- Support the SMHA Board of Directors in developing and documenting organizational policies and procedures.
- Prepare and distribute documents on behalf of SMHA Board of Directors.
- Prepare and submit regulatory filings and reports.
- Provide support to the SMHA Board of Directors.
- Attend SMHA Board of Directors meetings as required.
- Provide monthly reports to SMHA Board of Directors.
- Other related duties as assigned.

Qualifications:

- Post secondary education plus 3 to 5 years of administrative and marketing experience.
- Criminal Record Check for Vulnerable Persons.
- Past experience working in a non-profit organization an asset.
- Past experience sitting on a board an asset.

Attributes:

- Excellent administrative and organizational skills.
- Exceptional written and verbal communication skills.
- Strong interpersonal skills.
- Strong computer skills, including proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and working knowledge of customer relationship management software (MailChimp, TeamSnap or similar), backend website and social media platforms.
- Demonstrated experience with social media, with the ability to create eye-catching and engaging content.
- Proven ability to work with confidential information and maintain discretion with sensitive information.
- Able to take initiative, be adaptive, solve problems creatively, exercise sound judgement and anticipate the needs and requirements of the association.

Application Deadline:

Please submit a cover letter and resume via email to communications.smha@gmail.com by Friday, Oct 7, 2022.

Squamish Minor Hockey Association is committed to recruiting an inclusive workforce that reflects the diversity of the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities and persons with diverse abilities.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.