

Alberta Amateur Speed Skating Association (AASSA)

Office Manager: Job Description

POSITION TITLE	Office Manager
REPORTS TO	President
ACCOUNTABLE TO	Technical Director, Executive, and Sub-Committee Chairs
PURPOSE OF THE POSITION	The Office Manager is responsible for the day-to-day operational business of the association to ensure smooth and timely operations.
TYPE OF POSITION	20-30 hours per week (Monday to Friday)
LOCATION	Calgary, Alberta
SALARY	\$20-\$25 /hour depending on experience

PURPOSE OF THE POSITION
Under the direction of the President and Board, the Office Manager is responsible for the day-to-day operational business of the association to ensure smooth and timely operations.
RESPONSIBILITIES:
<ul style="list-style-type: none"> a. Following priority directions set by the Board, oversees the office, ensures reporting deadlines are met, facilitates communication with key stakeholders and maintains office hours to meet the needs of the association; b. Under the direction of the Board Secretary-Treasurer, keeps accounting records up-to-date by monitoring and maintaining all daily bookkeeping (Accounts Payable and Accounts Receivable) and aids with all bank accounts, PayPal, invoices and general ledger in conjunction with the Secretary-Treasurer and Finance Committee; c. In coordination with the VP of Membership, provides support to the club registrars with registration in the Speed Skating Canada (SSC) Membership Affiliation System (MAS) and oversees related activities such as problem solving in MAS with Clubs and SSC; checking membership accuracy and completion; running reports; invoicing. d. In coordination with the Skater Development Committee, oversees the registration of Team Alberta at National Championship events; this may include verification and liaison tasks with SSC and individual skaters/parents as well as overall meet support. e. Under the direction of Branch staff and executive, provides administrative support to AASSA's Provincial Team program, High Performance Long Track Program, development camps and other Association programming and initiatives. f. In coordination with the appropriate AASSA Sub-Committee(s), and within approved budget, oversees the purchase and distribution of Provincial Team suits, badges, volunteer / officials / skater recognition pins, awards or gifts, brand merchandise etc. Manages AASSA's online merchandise through the URStore. g. Oversees the travel arrangements for Branch staff, executive, and volunteers (including officials, managers and coaches) to branch sanctioned events such as National Championships or Branch level meetings. h. Assists in the planning and staging of the Annual General Meeting and the Awards Banquet. i. Under the direction of designated Board Directors (e.g. VP Communications) and the appropriate Sub-Committees, supports the daily management of the Alberta Speed Skating website and assists in the development of informational and promotional materials for the

- association using various methods including Facebook, Twitter and other mediums.
- j. Liaises with the members of the association, SSC and the public in person, by telephone, mail and electronic mediums, answering or referring inquiries.
 - k. Other duties as assigned.

POSITION LINKS AND PROGRAM DIMENSIONS

- Provide administrative support for AASSA, including directly to the Technical Director, the Secretary-Treasurer, President and other members of the executive in the day-to-day operations of the Association.
- Liaise with the Board, clubs, other provincial sport organizations, SSC, etc. to collect and share relevant information.
- Works with AASSA staff, Club and SSC reps and volunteers associated with the work at hand.

WORKING CONDITIONS/ SPECIAL REQUIREMENTS

- Requires ability to work in a highly dynamic and flexible client service environment.
- Located in a shared office environment which will require sitting for extended periods of time at a desk and where there may be frequent interruptions.
- On occasion, is required to work irregular hours and be on-call for time sensitive and priority issues.
- On occasion, is required to work off-site for special projects.
- On occasion will need to lift and/or move objects of up to 20 kg
- A valid driver's license would be an asset

TOOLS / EQUIPMENT

- Uses office tools and equipment such as computers, scanners, photocopiers, calculators, telephones; sets up audio-visual equipment for meetings and training events.
- Uses intermediate to expert computer skills with the following applications, and others: Google Suite (e.g. email, g-drive); MS Office Suite; accounting software and tools (e.g. Quickbooks, Paypal); database and communication management (e.g. Constant Contact, UberConference, Skype); Joomla or comparable web-design software; and social media (e.g. Facebook, Twitter, Instagram).

SKILLS REQUIRED

- Exceptional customer service and interpersonal skills;
- Excellent project management and organizational skills;
- Ability to define priorities and optimize time and resources to ensure a high quality of work including demonstrating a high degree of accuracy and attention to detail;
- Ability to work in a professional manner in an environment that deals with confidential and sensitive information;
- Must be a self-starter, with the ability to complete tasks unsupervised and continually look for initiatives that will add value to the association;
- Excellent time management skills and the ability to manage and prioritize multiple tasks concurrently;
- Ability to work flexibly and adapt to a multi-focused and constantly evolving environment;
- Ability to work as a team player in a volunteer-based organization;
- Demonstrated skills and experience in financial management including budgeting, cash flow analysis, payroll processes and online book-keeping tools (e.g. Quickbooks Online);
- Must have intermediate to expert computer skills including demonstrated competencies with

Microsoft Office productivity tools, Website development tools, cloud-based applications, and current technology standards;

- Experience with web-based record management systems would be an asset;
- Excellent verbal and oral communication and facilitation skills

GENERAL EXPECTATIONS

- Establish strong and productive relationships with the AASSA Staff, Board, members and partners, thereby ensuring effective communication;
- Maintain exceptional relationships both within the organization and the sport community, while enhancing credibility and a positive profile of AASSA;
- Contribute to the creation and projection of AASSA's image characterized by inclusiveness, integrity, reliability, respect, courtesy, openness and commitment to excellence; promote and ensure AASSA's core values and goals are upheld in all programs and materials.