



Sports Coordinator Regina

The Saskatchewan Field Hockey Association is a Provincial Sports Organization with an office in downtown Regina. We're a small organization that receives help from volunteers and Sask Sport Inc., which allows us to serve over 500 athletes around the province. We are currently looking for a Sport Coordinator, who will help us in a variety of capacities within the organization.

Employment Terms:

- Half time; 20 hours per week
- Flexible working hours within normal working office hours
- Occasional evening and weekend work may be required

Experience and Qualifications

- Field hockey-specific experience may be an asset, but not a requirement
- Some experience in sports administration is an asset
- Completion or enrolment in post-secondary education
- Knowledge of Regina or Saskatchewan school systems is an asset
- Knowledge of sport programming in Saskatchewan
- Experience in marketing, advertising, bookkeeping, or event management

Skills required:

- Self-starting, motivated, and organized
- Ability to effectively coordinate the work of others
- Ability to represent the organization well over the phone and in person
- Knowledge of Microsoft Office software (Word, Excel, PowerPoint, Outlook)
- Effective project management and task prioritization skills
- Strong written communication skills
- Ability to work with minimal supervision
- Reliable transportation is a requirement

Please submit your resumes to saskfieldhockey@gmail.com . Application closing date is February 1st.

For more information on the Saskatchewan Field Hockey Association, please visit our website at www.saskfieldhockey.ca