



## Executive Assistant



### SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION

The Saskatchewan High Schools Athletic Association (SHSAA) is a non-profit multi-sport organization seeking an Executive Assistant for our Regina office. The successful candidate must be organized and knowledgeable with all Microsoft Office applications. Knowledge of and an interest in interschool sport within the province would be an asset. This person must be able to work independently and as a team member with the staff and the Executive Council.

This is a term position to fill a maternity leave with the possibility of becoming full-time. The Executive Assistant hours are normally 8:00 a.m. to 4:30 p.m. Monday to Friday. There will be times when the Executive Assistant will be required to work weekends and some evenings. The term will run from May 25, 2010 to November 30, 2011. The provincial office is closed for one month each summer (mid-July to mid-August). These terms are negotiable.

The general job description is as follows:

- 1. Assist in organizing executive meetings and the provincial Coaches Symposium.**
- 2. Manage and maintain awards, banners, coaches cards, non-faculty coach forms, student transfer forms, website forms.**
- 3. Manage filing of applications, correspondence, forms and information.**
- 4. Perform general reception duties.**
- 5. Produce the Hoopla program and annual yearbook.**
- 6. Manage incoming mail and ship outgoing correspondence and parcels.**
- 7. Assist the Executive Director and Assistant Executive Director with tasks and complete projects as assigned.**
- 8. Order and maintain office supplies, school administration and coach materials.**

Salary will be commensurate with qualifications and experience. A benefits package including life insurance, short and long-term disability, health and dental coverage are in place.

Please send your resume by Friday May 14, 2010 to:

SHSAA Executive Director  
#1 – 575 Park Street  
REGINA SK S4N 5B2  
E-Mail: [shsaa@shsaa.ca](mailto:shsaa@shsaa.ca)