



'Opportunity to Work in Sport Administration'



Wanted
Executive Assistant

for
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 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. 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 may be required to work weekends and some evenings. This is a ten-month term position running approximately September 4, 2007 to July 6, 2008. 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, coaches' cards, non-faculty coach forms, and website forms.**
- 3. Manage filing of applications, correspondence, forms and information.**
- 4. Perform general reception duties.**
- 5. Produce the annual yearbook.**
- 6. Manage orders, supplies to provincial championships and time sensitive tasks.**
- 7. Manage incoming mail and ship outgoing correspondence and parcels.**
- 8. Organize and administer advertiser programs.**
- 9. Assist the Executive Director and Assistant Executive Director with tasks and complete projects as assigned.**
- 10. Order and maintain office supplies, school administration and coach materials.**

Salary will be commensurate with qualifications and experience.

Please send your resume by Friday August 24, 2007 to:

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