Summer Sports Management Administrative Assistant
Job Description
4 Month part-time term position
Approximately 70 hours/month, May 1 through August 31

Half time Sports Management Administrative Assistant May 1 to August 31, 2016.

Reporting to the Executive Director the Administrative Assistant will attend all SCA sanctioned events as a technical representative and brand ambassador for the Saskatchewan Cycling Association.

This half time position requires the applicant to poses a valid class 5 driver’s license and provide a criminal record check.

The successful applicant should have a combination of event management and sport administration experience. The administrative assistant should have competent office computer skills including intermediate use of Microsoft excel.

Weekend work and travel within Saskatchewan are core components of this job. At least, but not limited to 8 weekends over 4 months. For a current list of events see the following calendar link:
https://calendar.google.com/calendar/embed?src=saskcycling@gmail.com&ctz=America/Regina

The specific job duties will include the following; as well as any other duties as assigned by the executive director.

Marketing (40%)
- SCA brand ambassador at all Sask Cup races:
  o Communicate with race organizers and race officials to ensure that mutual expectations between stakeholders are being met
  o Act as a resource of information regarding SCA policies and procedures
  o Direct specific inquiries to the appropriate spokesperson within the SCA governance structure.
  o Communicate race results, event highlights and Series Standings to the media in a timely fashion

Technical (50%)
- SCA technical Expert at all Sask Cup Races:
  o Compile the start sheets for the Sask Cup races
  o Assist the chief officials in recording and publishing results in a time sensitive window
  o Maintain and distribute the SCA’s race equipment – timers, radios, etc.
  o Maintain course records, and series standings for timely publication.

Finance (10%)
- Ensure that all race related financial papers are safety return to the SCA office
- Keep record on appropriate forms of all work related expenses

Send your resumes to the SCA, 2205 Victoria Avenue, Regina, SK S4P 0S4 by March 31, 2016

E-Mail: cycling@accesscomm.ca

The SCA would like to thank all applicants for applying for the position; only those invited for interviews will be contacted.