



2205 Victoria Avenue, Regina,  
Saskatchewan S4P 0S4

Phone: (306) 780-9235

Web Site: [www.softball.sk.ca](http://www.softball.sk.ca)

**Title: Administrative Assistant**

**Job Type:** Fulltime

**Location:** Regina, Saskatchewan

**Background:**

Softball Saskatchewan serves over 16,000 members and 100 associations. Softball Saskatchewan is a dynamic and growing provincial organization that provides quality programs and services from grassroots to High Performance.

**Overview:**

We are seeking a mature candidate with the ability to multi-task and to maintain high work volumes with attention to detail and accuracy. Primary responsibilities include:

- ❖ Reception and Administration services
- ❖ Membership Services and Office management
- ❖ Website, Database and Accounting responsibilities
- ❖ Support to staff and Association programs

**Essential Duties and Responsibilities**

**Reception/Office**

Softball Saskatchewan is located in the Administration Center for Sport, Culture and Recreation building and our building has several other sport organizations in it.

- ❖ Manage Incoming & Outgoing emails, mail and deliveries/shipping
- ❖ Prepare membership reports for both Softball Canada and Sask Sport
- ❖ Maintain Accounts Receivables and Payables, familiarity with Quick Books program
- ❖ Responsible for day-to-day processing of financial transactions
- ❖ Maintain and order office supplies
- ❖ Provide administrative support for Executive Director and Program Coordinator

**Membership Services**

- ❖ Maintain and update Association website
- ❖ Manage social media platforms
- ❖ Maintain and input membership records through RAMP for teams, players, coaches and umpires
- ❖ Maintain and update Respect in Sport (RiS) records in RAMP to ensure all coaches are certified
- ❖ Maintain and coordinate Tournament Sanctions and Travel Permits
- ❖ Maintain and process insurance claims
- ❖ Responsible for coordination, preparation and distribution of information, materials and apparel for provincial championships
- ❖ Maintain, organize and update all athlete, coach and umpire program registrations for clinics and camps

**Meeting Coordination**

- ❖ Book and coordinate accommodation and rooms for all meetings
- ❖ Take and prepare minutes for Board and Membership meetings
- ❖ Coordinate and manage meeting information to Board and Staff
- ❖ Organize and create speeches for awards luncheon and manage awards presentations

**Administration/Human Resources**

- ❖ Be open and flexible to receive other duties as assigned

- ❖ Establish and manage a positive working relationship with fellow staff, Board and our membership in a positive manner
- ❖ Some weekend work is required to attend meetings and some in-province travel (3-4 times a year)

### **Qualifications and Experience**

- ❖ Strong organizational and multitasking abilities
- ❖ Excellent working knowledge of accounting and financial management
- ❖ Excellent knowledge of computers & software including proficiency in word, excel and QuickBooks
- ❖ Experience in managing social media platforms and updating websites and databases
- ❖ Ability to work independently and handle multiple deadlines
- ❖ Ability to communicate effectively both verbally and in writing
- ❖ Knowledge of the non-profit sector and softball in Saskatchewan is an asset
- ❖ Reliable and punctual for office hours of 8:30am – 4:30pm

### **Applications**

Availability of the position is immediate in our office located in downtown Regina. The deadline for applications is Dec. 4, 2024. We thank all those who apply for this position, candidates selected for an interview will be contacted and receive information on compensation and benefits for this position. Applicants are requested to provide a cover letter and resume to: [guy@softball.sk.ca](mailto:guy@softball.sk.ca)