



PSO Administrative Coordinator - JOB DESCRIPTION

The PSO Administrative Coordinator is an ambitious, knowledgeable, detail-orientated administrator who has the skills and drive to work with up to four Provincial Sport Organizations (PSOs) at a time. A self-starter, the PSO Administrative Coordinator will work to develop sport programs, organize events, and help build membership while reporting to each PSO's Board of Directors.

Qualifications

- Undergraduate/post secondary degree in sport administration or diploma in related field
- Strong interpersonal, oral and written communication skills
- Ability to problem-solve, multi-task and work both independently and as part of a team to achieve objectives
- Proficient in Word, Excel, E-mail, Internet Explorer, PowerPoint etc.
- Excellent organization and time management skills
- Detail oriented

Responsibilities (Note: duties may vary based on the needs and expectations of the PSO)

Administration:

- Manage and respond to phone calls, correspondence and e-mails
- Ensure cheques, bills, and invoices are immediately recorded and forwarded to the appropriate person within the PSO or Sport Nova Scotia
- General records management
- Provide support to Board members, clubs, coaches and members regarding policies, procedures, upcoming events and deadlines
- Attend and prepare for PSO Board meetings
- Coordinate the application process for grant opportunities, Nova Scotia Amateur Sport Fund, etc.
- Organize Annual General Meeting or other PSO events

Marketing/Communications:

- Identify new opportunities for programming, events, marketing and sponsorships in order to promote and build the profile of the PSO
- Update website information and/or assist the web-master
- Assist with the development and production of various manuals, document or promotional materials
- Coordinate and manage the development and production of PSO newsletters or publications