



## Basketball Saskatchewan Inc.

Requires an

### **Office Manager**

Basketball Saskatchewan Inc. (BSI) main goal is to grow, develop and promote basketball throughout the Province. This includes the development of athletes, coaches, officials and administrators. BSI believes in hard work, commitment and dedication. BSI is looking for an energetic individual who is approachable, creative, well-organized and familiar with office procedures. The successful applicant will report to the Executive Director and will provide office support for all business activities for BSI. This is a full time position. Typically office hours are 8:30 AM – 4:30 PM Monday – Friday, with a willingness to work some evenings and weekends.

#### **Primary Duties and Responsibilities:**

- Office procedures such as: Answering membership emails, phone calls, taking payments, preparing electronic documents, spreadsheets, answering insurance inquires and providing grant assistance.
- Provincial Team logistical and preparation duties for Tryouts, Training, Travel and Tournaments.
- Organising BSI Camps and Coaches NCCP Clinics
- Assist in the planning and implementation of large scale BSI Events (Club Championships, CP Showcase, All Star Game, etc.)
- BSI Liaison for Summer and Winter Games Years
- Creating content for BSI Social Media Platforms and Website
- Other duties as assigned by the Executive Director

#### **Knowledge, Skills and Abilities:**

- Detail Oriented
- Excellent written and oral communication skills
- Proficient in Microsoft Office (Word, Excel, Publisher, PowerPoint)
- Exceptional Customer Service Skills
- Familiar with creating content and posting to Social Media (Facebook, Instagram, Twitter)
- Experience with managing events
- Experience updating website content via WordPress is considered an asset
- Post-Secondary education in Business or Sport Management is considered an asset.

All interested candidates please send your resume and cover letter to Todd Johnson, [executivedirector@basketballsask.com](mailto:executivedirector@basketballsask.com) by December 6<sup>th</sup> at midnight. Interviews will be conducted the week of December 10<sup>th</sup> – 14<sup>th</sup>. Only those selected for an interview will be contacted, we thank you for your interest in Basketball Saskatchewan Inc.