

MEMBER SERVICES COORDINATOR (MATERNITY LEAVE COVER)

ALBERTA ALPINE SKI ASSOCIATION

Alberta Alpine is currently seeking a maternity leave replacement for one year starting on August 15, 2022, for the position of Member Services Coordinator.

As an integral member of the team that supports Alberta Alpine Ski, you are a loyal, dedicated, and organized team player. Your functions include day-to-day communications with volunteers and membership, administrative duties, managing website and social media, and performing other duties as required.

The ideal candidate for this position will be the champion of customer service and communication and is ideally suited to a positive and energetic individual. This individual will work closely with AASA member clubs and AASA staff to support alpine and ski cross racing in Alberta and reports to the President.

Qualifications

- A minimum of five years of experience working in a customer service role preferably in alpine ski racing and exceptional communication skills (both written and verbal).
- Post-secondary preferred.
- Excellent working knowledge of Microsoft Office, along with Photoshop, website, and social media.
- Excellent interpersonal, communication, and public relations skills completed by the ability to be always tactful and diplomatic.
- Ability to organize workload, and work with minimum supervision.
- Ability to be flexible, to work under stress, and meet deadlines.
- Be proactive and always show initiative.

Responsibilities and Duties

- Membership registration and support.
- Race and Club administration support.
- Timely response to phone calls and emails.
- Work closely together with AASA staff to support with administrative duties.
- Web management (incl. online store), compile weekly newsletter, social media.
- Special event support: fundraising events and AGM.

PLEASE SEND YOUR COVER LETTER AND RESUME TO JOBS@ALBERTAALPINE.CA BEFORE JULY 3, 2022.