



Sunridge Ski Club  
Box 38012 RPO Capilano  
Edmonton, AB T6A 3Y6  
SunridgeSkiTeam.com

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**POSITION TITLE:** Executive Administrator

**OVERVIEW:**

The Sunridge Alpine Ski Team is made up to two Alberta registered non-profit societies, Strathcona Alpine Racing Club (“STRAT”) and Sunridge Ski Club (“SUNRI”). STRAT offers programming for U6 through U12 athletes and SUNRI U14 through U21 aged athletes.

Operated by volunteer Executive Boards and several volunteer non-executive positions, the mission of the Sunridge Alpine Ski Team is to provide quality programs to enable and promote our athletes to achieve their personal excellence in alpine ski racing thereby fostering a lifelong passion for ski and sport while developing athletes as individuals. We seek to advance our coaching staff to achieve their best in the profession and we also strive to engage our member parents as skiers, volunteers, and Club leaders.

The Sunridge Alpine Ski Team is currently home to approximately 100 athletes, and we are now hiring an Executive Administrator to help us keep growing, while still offering the exceptional programming that we are known for.

**JOB STRUCTURE:**

- **Reports To:** Board President, Strathcona Alpine Racing Club
- Part-Time, Year-round, Permanent, 0.35 Full-time Equivalent (FTE)
- Home-based/remote work, with occasional meetings and errands

**JOB DESCRIPTION:**

Working as a team with our paid coaching staff, Board members, and other volunteers, the Executive Administrator will have roles and responsibilities in the following areas:

- **BOOKKEEPING**
  - Be the primary bookkeeper for Club operations, webstore, and registration.
  - Administration of expenses and club credit card accounts
  - Posting Costing reports for athletic events (trips/races etc).
  - Collect and process mail, complete bank deposits
  - Monitor Accounts Receivable and issue account statements
- **PAYROLL**
  - Be the Club payroll administrator
    - Monitor and Process Staff reimbursements
  - Create and submit T4s etc.
  - Draft staff contracts
  - Maintain Club records.
- **REGISTRATION SYSTEMS**



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- Record keeping and liaison with Alberta Alpine ensuring compliance with Alberta Alpine's administrative and registration requirements.
- Ongoing setup and maintenance of the Clubs' Registration systems (RAMP) and documentation.
- **COMMUNICATIONS**
  - Internal team communications including weekly/monthly newsletters.
  - Manage the electronic Club communication platform (RAMP).
  - Manage internal calendars.
  - Maintaining Club Parent Handbook and Program Guides.
- **CLUB OPERATIONS**
  - Social event bookings and organization.
  - Club Information Management. (Web Accounts, Registrations, Passwords etc.)
  - Manage the perpetual calendar of tasks.
  - Facility bookings for events and programs.
  - Linkage to Boards – action tracking for non-athletic initiatives.

#### **QUALIFICATIONS AND SKILLS:**

- Minimum intermediate level bookkeeping experience;
- Administration experience, moderate computer skills;
- Experience in a non-profit organization is an asset;
- Alpine ski racing program knowledge is an asset but not required;
- Proficient written communication skills;
- Candidate must take SafeSport training and have a Background Check processed;
- Ability to work independently.

#### **COMPENSATION:**

Position is designated to receive a salary totaling \$22,000 per year and is estimated at 0.35 FTE.

Please send resume to [Strathcona.Pres@gmail.com](mailto:Strathcona.Pres@gmail.com) .

We thank all applicants for their interest; however, only those considered for an interview will be contacted

#### **CONTACT INFORMATION:**

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[Strathcona.Pres@gmail.com](mailto:Strathcona.Pres@gmail.com)