

The SAMSPA Executive have decided to contract a "League Operations Coordinator" to support the increasingly complex business operations of the league. In addition, the position will provide continuity as we bring on new board members and will reduce the hours currently required of our volunteer board members. In 2018, we contemplated hiring a part-time Administrative Assistant but determined that we required much more than administrative support.

We are asking our membership to spread the word out about this new opportunity in the hopes that we can fill the position early in 2019.

The role will be responsible for the following key functions:

- Co-ordinate and attend all league meetings (Executive and AGM)
- Create and manage an online document repository for SAMSPA business information
- Monitor association email and postal mail
- Send out league communications
- Maintain website content including daily diamond condition updates
- Regular season and playoff scheduling activities including
 - Schedule preparation and posting
 - In-season schedule changes
 - All schedule-related umpire notifications
- Preparation of annual Corporate Registry filings
- Maintaining contact information for teams / players
- Supporting the President with:
 - Bylaw review and updates, grant applications, liaising with the City of St. Albert on various functions (Sports Day, Volunteer Appreciation, etc.)
- Liaising with field maintenance, concession and refreshment room staff on behalf of the Board
- Supporting the Director of Sponsorship and Ads with:
 - Contract preparation, contact lists, assist with sponsorship solicitation, ordering signboards and ad placements
- Orient new board members

The position will report to the President and will provide support to other Board Members. We expect the position will require 800 hours per year or roughly a 0.5 FTE equivalent. The position is year-round, but the hours will vary monthly with the bulk of time required between March through October. Most activities can be performed at home but there is a requirement for in person attendance at the Meadowview facilities from time to time and for attending all league and executive meetings.

The successful candidate will be a highly structured and organized person who is proficient with MS-Word, Excel, Outlook and website content management. Excellent communication skills are a must. A valid driver's license and access to a personal computer are mandatory requirements. Previous experience working with Boards would be an asset. The hourly rate will be commensurate with experience. **Please submit your application by January 26, 2019 to SAMSPA.Alerts@gmail.com.**