



## EXECUTIVE DIRECTOR - ALBERTA ORIENTEERING

The Alberta Orienteering Association (AOA) is inviting applications for the position of Executive Director. This is a full time position, reporting to the AOA President, located in or near either Edmonton or Calgary. A home-based office is an option. Salary is negotiable between \$35,000 - \$50,000 per year, depending on experience and qualifications. The ideal candidate would have either a sport administration degree or equivalent experience, plus orienteering experience. The position could be shared by two suitably qualified people working as a team.

Applications should be emailed to [aoaapplications@orienteeringalberta.ca](mailto:aoaapplications@orienteeringalberta.ca) with a resume attached. Applications must be received no later than midnight MST on Monday, November 7, 2016.

### Key Competencies:

- Excellent interpersonal and organizational skills
- Ability/initiative to work independently with minimum hands-on supervision
- Advanced computer skills in MS Office (Microsoft Word, Excel, Outlook, PowerPoint, etc), knowledge of webpage design and usage, and ability to use the internet's social media platforms
- Ability to manage volunteers, simultaneous projects and priorities
- Acceptance that the nature of this job involves non-traditional working hours and seasonal differences in workload
- Other personal strengths: self-motivation, adaptability, patience, enthusiasm as well as knowledge of the sport of orienteering

### Key Responsibilities:

- Provide administrative and technical support to the volunteer board of directors; manage the day-to-day business of the AOA according to AOA policies
- **Attend meetings** of AOA board, AOA committees, Alberta Sport Connection (ASC) workshops for staff and board members, and other meetings as required.
- **Financial tasks:** help draft annual budget; day-to-day book keeping; prepare monthly financial updates, payments, payroll, invoices
- **Administrative tasks:** prepare annual application to ASC for funding; prepare reports to societies branch, ASC, AGLC, grant agencies; organize AOA casino; collect event participation data; deal with landowner/government land use permissions; organize annual AOA planning retreat and AGM and coordinate the follow up planning process; administer AOA grants; assist with promotion, etc.
- **Technical tasks:** organize annual AOA training camp, as well as occasional officials and coaching courses/workshops; recruit and manage foreign mappers and deal with the government on temporary foreign worker permissions, etc.
- **Communication tasks:** maintain and regularly update the AOA website; edit and distribute the AOA

newsletter; communicate directly with members and interact with the Alberta orienteering community; assist with leadership development among members; receive and respond to requests from the public related to orienteering; liaise with AOA Clubs, Orienteering Canada and other organizations

- **Special projects:** undertake special projects as directed by AOA board.

We expect to select the successful candidate(s) by November 30. The job will start as soon as possible after that.

**Please note:** Only those candidates to be interviewed will be contacted. Resumes without a cover letter will not be considered.