



Assistant, Executive Director Job Posting

Position title: Assistant, Executive Director

Location: Regina, Saskatchewan, Canada

Duration: Full-time (the successful candidate must be able to work flexible hours while the league is in season)

The Regina Community Basketball Association (RCBA) is a non-profit organization looking for a highly motivated, very organized, detailed orientated, positive individual with initiative and knowledge of basketball in the Regina community who is passionate about growing the sport and development for all ages.

Job Description:

Reporting to the Board of Directors and the Executive Director, this position supports the Executive Director in managing the daily administration and organization of the league. Essential responsibilities include;

1. Support the Executive Director & Board objectives
2. Participate and attend various Board Meetings throughout the year, the annual AGM and accurately record Board minutes.
3. Ongoing daily communication via telephone, email, mail and through the RCBA website with members
4. Maintenance of various RCBA social media accounts (Twitter/Facebook/Instagram/ RCBA website management and RCBA Blog)
5. Delivery of the yearly communications campaign with a strong focus on social media
6. Procurement of facilities, equipment and RCBA merchandise.
7. Oversight of key programs within league operations; and the implementation of Board policies and strategic plans.
8. Assist onsite with various league programs, tournaments, yearly evaluations, playoffs and windups as required.
9. Maintenance and record keeping of games being played throughout the season.
10. Management of our RCBA Gymnasium Supervisors and accurate scheduling and maintenance of our WhenIWork RCBA supervisor APP.

Required Skills:

1. Basketball experience and knowledge that would help establish goals and grow the sport of basketball for officials, coaches, and athletes in Regina
2. Technical proficiency with a variety of software and platforms, included but not limited to: social media (Facebook, Instagram, Snapchat, Twitter and Instagram), Adobe InDesign, Microsoft office products (word and excel), and Scheduling programs/ app.
3. Demonstrate written, oral, print and web communication skills (including social media).
4. Ability to manage multiple individuals and independently problem solve
5. Complete knowledge of Microsoft Office Suite is essential, executing communications strategies, event planning and customer service are also key to the position.

As a preferred candidate, would have a post-secondary degree in Administration, Sports Administration or Kinesiology and/ or one to two years related experience, preferably in Sports Management (an equivalent combination of related education, training and experience would be considered).

The RCBA thanks all who apply, however only those selected for an interview will be contacted.

Application Process: To apply, please submit resume and cover letter (clearly stating salary expectations) to rcbaadmin@sasktel.net

Close Date: April 14, 2019