

About Us

Alberta Fencing Association is a non-profit sport organization that provides technical, financial, and organizational leadership for clubs, coaching staff, and all levels of individual fencers within Alberta.

Job Summary

The Events and Marketing Assistant works closely with the Executive Director and AFA's committees in the execution of duties. Summary of duties which may also include other tasks:

- Planning, coordination, delivering and logistics of programs and services: camps, courses, competitions, etc...
- Acting as a resource to host clubs of sanctioned events, working with the local organizing committee and appropriate volunteers and staff to complete tasks as required
- Coordinating athlete travel reimbursements and athlete funding
- Organizing training sessions and workshops for volunteers, coaches and officials
- Coordinating registration process for members and tournaments
- Assisting with special events and development of new sponsorship opportunities to build outreach programs
- Responsible for executing the marketing plan, which includes social media, newsletters and other marketing tools

Education and/or Experience

- Self-starter, be able to work without supervision, motivated and takes initiative
- Strong verbal and written communication skills
- Demonstrated ability to prioritize and manage multiple tasks simultaneously
- Ability to work well under pressure and in a team environment
- Strong attention to detail and commitment to accuracy
- Ability to work in Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of the sport of Fencing is an asset
- Some weekend work and travel may be required, lieu days will be provided for any weekend days worked

Requirements

- At least 15 years of age, by start date, May 1, 2019
- an Alberta resident with an Alberta address and living and/or attending school in the province or attended a high school or a post-secondary institution in 2018-19 Academic Year (September 2018 - June 2019) and is returning to school full time in the following year (no later than November 1, 2019);
- Driver's License
- Own Transportation
- Police and Vulnerable Sector Check

Position Title: Events and Marketing Assistant

Employment Type: Summer Student Contract (May 2019-August 2019, 30 hours per week)

Salary Range: \$15 per hour

Location: Percy Page building, 11759 Groat Road, Edmonton, Alberta.

Please submit all cover letters and resumes to info@fencing.ab.ca by 11:59pm MST, April 21st, 2019, citing the position title in the subject line. No telephone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.