



Job Posting: Administrator

Term: 2 Year Full time Contract Position with the Possibility for Extension

Start Date: December 2024

Basketball Saskatchewan Inc. (BSI) is the provincial sport governing body for amateur basketball in the province. Our small but dynamic office is looking to grow in order to be able to provide the highest level of service to our members both at an organizational and individual level.

We are currently seeking to hire a person to serve the administrative needs of our operations from our Regina office location. The successful candidate would have the ability to successfully manage working in a position where job tasks vary from day to day.

Key Responsibilities

- Administration of Membership Services
- Administration of Programs and Special Events
- Communications including website maintenance
- Secondary responsibility to provide administrative support as needed to the organization's Officials Commission (SBOC)
- Other Duties as Assigned by the Executive Director

Qualifications

- Strong interpersonal and communication skills (written and verbal);
- Possess sound administrative skills including database management;
- Customer service skills;
- Ability to work independently and in a team environment;
- Time management, proven organizational and multi-tasking abilities;

2205 Victoria Avenue, Regina, SK S4P 0S4 · Phone: (306)780-9264 ·
Email: basketball@basketballsask.com · Website: www.basketballsask.com





Qualifications Continued;

- Detail Oriented;
- Strong computer skills with a focus on Microsoft Office,
- Criminal Record Check/Vulnerable Sector Check;
- Grade 12 Diploma
- ASSET: Experience working within RAMP/Teamlinkt registration databases.
- ASSET: Experience working within a sport organization.
- ASSET: Post-secondary education in Business or Sport Administration
- ASSET: Basketball Knowledge

A detailed job description is available at www.basketballsask.com. To apply please submit a cover letter that includes information on why you are interested in joining a Non-Profit Sports Organization, a resume, and a minimum of 2 work related references to executivedirector@basketballsask.com. Please include "Administrator Application" in the subject line. Basketball Saskatchewan will consider applications from candidates who might not meet all desirable criteria outlined in the Job Description who otherwise have special attributes that would merit consideration for the position. The salary will be commensurate with experience and qualifications.

Closing date for submission application is Nov 19th 2024

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