



Employment Opportunity

Organization: Hockey Winnipeg

Job Title: Office Coordinator

Office Hours: 8:30am-4:00pm (some evening & weekend availability may be required)

Reports to: Executive Director

Job Type: Full-time/Permanent

Position Overview:

Reporting to the Executive Director, the Office Coordinator is the first point of contact for all members within the Association (players, coaches, officials, volunteers) as well as external inquiries. The Office Coordinator is a key person in terms of customer service by supporting our volunteer Executive, our ten Area Associations, the AA/AAA Program and our other staff members.

Core Responsibilities:

- Answer general inquiries and direct them as needed
- Manage the intake, filing, printing and mailout of all Hockey Winnipeg invoices
- Maintain the Hockey Winnipeg website and social media accounts
- Manage all tournament sanctions, schedule exemptions and travel permit applications
- Oversee the assigning and payment of Hockey Winnipeg Officials
- Work with the Head Timekeeper on clinics, certifications and database
- Assist the AA/AAA Council with various programs and projects
- Manage conflict and create positive solutions
- Other general support and assistance as required

Qualifications and Experience:

- University or College Degree/Diploma, preferably in Business Administration, Sport Administration or Recreation Management or a combination of experience and education
- Experience working with accounts payable/receivable and invoicing
- Experience working within a non-profit, volunteer supported and driven organization
- General knowledge of the sport of hockey and its delivery in Manitoba
- Computer literate and a strong proficiency of the standard Microsoft Office suite
- Ability to communicate effectively both verbally and in writing
- High level of professionalism, organizational skills and the ability to maintain confidentiality

Please submit your cover letter and resume including salary expectations by email to executivedirector@hockeywinnipeg.ca by May 12, 2025. The position will remain open until filled. Only those selected for an interview will be contacted.