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Job Posting

Position: Administrative Assistant (part-time and mainly remote)

Location: Calgary, Alberta

Application Closing: February 20, 2022

Start Date: March 1, 2022

End Date: March 1, 2023

Overview

The Calgary Rowing Club (CRC) is a successful rowing club that provides a community environment to foster a passion for the sport of rowing and support athlete development. Founded in 1966 on the shores of the Glenmore Reservoir, the CRC provides year-round competitive and recreational rowing programs for all skill levels. Athletes from the CRC compete successfully at local, national and world levels. The CRC takes equal pride in developing both high-level athletes as well as giving hundreds of people the chance to experience the joy of rowing.

About this position

The CRC is seeking a qualified Administrative Assistant who shall be responsible for providing administrative support with club activities and programs including the Learn To Row program, Rowing League, summer camps and membership. In this role, the successful candidate will be an enthusiastic and positive person with excellent organizational, communication and computer skills, along with the ability to prioritize and manage a complex workload. In addition to administrative duties, the successful candidate will be responsible for aiding the club manager with responding to membership inquiries and assisting with data collection. The Administrative Assistant reports directly to the Club Manager.

Responsibilities and Duties

- Provide critical administrative support to the club manager to enable effective, professional and timely customer service
- Prepare and process new membership and program paperwork and verify completion of membership/ program application requirements including waivers and RCA registration
- Prepare reports and other important confidential documents
- Coordinate, schedule, and plan meetings
- Prepare documents, reports, and presentations as required
- Maintain various databases, records, and monthly reports
- Manage and prioritize email flow
- Track staff hours and report to the Club Manager
- Ad hoc administrative tasks and special projects as assigned

Key Requirements:

- Possesses effective verbal/written communication, problem-solving, research and time-management skills
- Proficient in Microsoft Office (Word, Excel, and Outlook)
- Exhibits accurate and rapid data entry
- Detail-oriented

Nature of the Position

This is an hourly position that requires 5-10 hours per week (November – March) and 10-15 hours per week (April – October). Work hours will be discussed with the Club Manager and can be adjusted based on need.

Salary Range

\$18-\$22 per hour

Qualifications

- Successful completion of a Criminal Background Check with Vulnerable Sector Search following the RCA Screening Policy

If you feel you will be an ideal candidate, please forward your resume and cover letter titled “First Name.Last Name – Administrative Assistant” with the contact information of 2 references to: office@calgaryrowing.com prior to Feb 20, 2022.