**Innisfil Minor Hockey Association**

**Office Administrator**

**Position Responsibilities**

The Office Administrator is responsible for assisting in the day to day administration of the IMHA.

Administration Responsibilities

* Assist Registrar with registration of players to the IMHA
* Maintain up to date copies of rosters
* Assist Director of Sponsorship and Fundraising with ordering year end medals and awards
* Assist Director of Sponsorship with Picture Day
* Work with all board members of the association as needed
* Fulfill all job requirements as per IMHA By-Laws and Rules of Operation
* Attend board meetings as required

OMHA Responsibilities

* Request travel permits for teams and maintain list of registered tournaments per team.
* Request tournament sanctions, reconcile tournament sanctions
* Assist Director of Risk Management with ensuring all volunteer credentials are up to date and all volunteers are on the correct roster

Sponsorship Responsibilities

* Assist Director of Sponsorship and Fundraising with the procurement of Local League sponsors for the IMHA.

Experience

* Knowledge of Minor Hockey operations is an asset
* Knowledge of HCR required
* Knowledge of hockey payment systems is an asset

Competencies

* Commitment to maintaining strict confidentiality
* Strong organizational, time management and multi-tasking skills
* Good interpersonal and communication skills
* Flexible availability, must be available to work flexible hours
* Must have the ability to communicate effectively via email and other electronic correspondences
* Proficient with Microsoft Office programs and virtual meeting software
* Independent, self-motivated worker, must have a positive attitude

Compensation

* 1-year contract.
* Additional compensation plan available.