JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT

Job Title: Administrative Assistant  Job Classification: Administrative Staff
Reports to: Executive Director       Revision Date: October 1, 2015

Summary
Provide administrative support to the Executive Director and other EDSA staff. Duties include
general clerical, receptionist and project-based work, including assistance with special events and
player and team registrations. Project a professional company image through in-person and
phone interaction.

Primary Responsibilities
1. Meet and greet clients and visitors.
2. Create and modify documents using Microsoft Office.
3. Setup and coordinate meetings and conferences.
4. Booking facilities and entertainment for EDSA functions.
5. Promote all events and meetings through media, newsletters, mail-outs, etc.
6. Maintain the EDSA web site and other social media sites with current and relevant
   information.
7. Provide support to other EDSA staff as time permits, including support with team and player
   registration and accounting.
8. Other duties as assigned.

Knowledge and Skill Requirements
1. Work requires professional written and verbal communication and excellent interpersonal
   skills.
2. Effectively use Microsoft Office, particularly Word, Publisher, Powerpoint and Outlook, and
   the ability to edit web pages.
3. Competence with various social networking systems, such as Facebook and Twitter
4. Ability to effectively communicate and interact with corporate representatives.
5. Must be highly organized, analytical and motivated.

Salary Range: $36 000 to $38 000/year

Interested individuals can forward a cover letter and resume to:

Mike Thome
Executive Director
Edmonton and District Soccer Association
17415 106A Avenue
Edmonton, AB T5S 1M7

Fax: 780-481-4619
Email: mthome@edsa.org

The closing date for this posting is Thursday, August 29th, 2019.