



Eastman Minor Hockey Association Job Description

2-5-2018

Position Overview

- The Administrative Assistant position is the support for the Eastman Executive as well as the associations within the region. This person will be the first contact person for all hockey related inquiries in Eastman. This position will ensure consistent and effective communication within the region, as well as being a consistent liaison with Hockey Manitoba for the region.

Duties and responsibilities

Communication

Monitor and respond or forward emails to the EMHA general mailbox in a professional and courteous manner.

- Maintain the EMHA website, keeping the information current.
- Notify all associations within region of important dates, deadlines and upcoming meetings.
- Prepare the agendas and meeting minutes for both executive and region and league meetings.
- Act as a first contact for in assisting Eastman AAA program's parent boards.
- Suspensions – work with the Director/RIC/League Statisticians to ensure suspensions are communicated in a timely and consistent manner.
- Calendar of Events

Financial

- Co-ordinate with the book keeper on invoicing, collections and other financial matters.
- Respond to association inquiries on financial matters and forward matters to the correct parties.

Administrative

- Prepare letters, documents, and forms as needed by the EMHA Executive, including tenders/proposals/contracts as required.
- Responsible to retrieve incoming mail from post office box and distribute as necessary.
- Gamesheet distribution.
- Attend all EMHA executive and region and league meetings as recording secretary.
- Schedule Clinics for the region.
- Work with Hockey Manitoba Registrar to ensure accurate rosters and insurance requirements.
- Prepare and update all player/team packages for Eastman AAA programs.
- Assist Eastman Executive in securing facilities' and ice times for all development, AAA and Peewee AA programs.
- Assist Director and Vice-Directors with program scheduling.
- Act as Registrar for all Eastman development teams programs. Ie. Future Stars, Director's Cup teams.
- Facilitate Development Programs, ensure communication between Hockey Manitoba contacts and team coaches/managers.
- Draft Travel Permit requests as needed.

- Provincials Matrix

**Other duties and responsibilities as negotiated to meet the ongoing needs of EMHA.

- Special Events, ie. Bantam AAA Provincials, Telus Cup West Regionals 2017
Special Events
- Meetings

Qualifications

The person in this position must demonstrate or possess the following qualities:

- Excellent Microsoft Word and Excel knowledge
- Ability to prepare professional documents on behalf of the EMHA
- Ability to work with little or no supervision
- Excellent written and verbal communication skills.
- Experience in the administrative/financial workplace.
- Knowledge and experience in the Minor Hockey field would be considered an asset.