

Job Posting: Office Administrator

Fort Saskatchewan Minor Sports Association (FSMSA)

The Fort Saskatchewan Minor Sports Association (FSMSA) is seeking a highly organized and dependable **Office Administrator** to fill a position for someone who is retiring. This position plays a key role in supporting minor sports organizations within Fort Saskatchewan through governance, financial oversight, and administrative coordination.

FSMSA is a non-profit organization run by a volunteer Board of Directors and provides support, advocacy, and coordination for local minor sports groups.

Position Summary

The Office Administrator is responsible for the day-to-day administrative and financial support of FSMSA and its member minor sports organizations. This role serves as a primary point of contact for the public, minor sports committees, and external partners.

Key Responsibilities

- Prepare monthly financial reports for member Minor Sports groups and the FSMSA Board of Directors
- Assist minor sports committees with financial paperwork and accounting related to fundraising activities, including grants, bingos, casinos, refunds, and purchase orders
- Answer and respond to telephone inquiries and emails, directing communications to the appropriate minor sports groups as needed
- Coordinate and staff multi-sport registration sessions in spring and fall, including registering athletes for all minor sports groups
- Maintain and manage a comprehensive database of player registrations
- Organize, update, and maintain FSMSA records using an online sharing platform such as Microsoft SharePoint
- Liaise with Alberta Gaming, Liquor and Cannabis (AGLC) and ensure all member groups are compliant and up to date with requirements

Qualifications and Skills

- Strong administrative, organizational, and time-management skills
- Experience with bookkeeping, financial reporting, or accounting support

- Proficiency with Microsoft Office and online file-sharing platforms
- Excellent written and verbal communication skills
- Ability to work independently and manage multiple priorities
- Experience working with non-profit organizations or minor sports associations is an asset
- Familiarity with AGLC processes is an asset

Position Details

- Position type: Part-time position to start, hours will grow over the first 6 months with the possibility of full-time
- Start date: mid to end of February
- Compensation: starting wage is \$20-23/hour and will be increased once the long-serving employee has retired

How to Apply

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to:

president.fsmsa@telus.net

Applications will be accepted until February 15th.

FSMSA thanks all applicants for their interest; however, only those selected for an interview will be contacted.