



PSO Administrative Coordinator - JOB DESCRIPTION

The PSO Administrative Coordinator is an ambitious, knowledgeable, detail-orientated administrator who has the skills and drive to work with up to four Provincial Sport Organizations (PSOs) at a time. A self-starter, the PSO Administrative Coordinator will work closely with the Director of Sport Development to develop sport programs, organize events, and help build membership while reporting to each PSO's Board of Directors. While the PSO activity is province-wide, this position is based in Halifax.

Qualifications

- Undergraduate/post secondary degree in sport administration or diploma in related field
- Ability to problem-solve, multi-task and work both independently and as part of a team to achieve objectives
- Strong interpersonal, oral and written communication skills
- Excellent organization and time management skills with superior attention to detail
- High level of proficiency in the Microsoft Office suite of products, specifically Word, Excel, Powerpoint, various web browsers and social media platforms.

Responsibilities (Note: duties may vary based on the needs and expectations of the PSO)

- Provide support to Board members, clubs, coaches and members regarding policies, procedures, upcoming events and deadlines
- Manage and respond to phone calls, correspondence and e-mails
- Ensure cheques, bills, and invoices are immediately recorded and forwarded to the appropriate person within the PSO or Sport Nova Scotia
- General records management
- Attend and prepare for PSO Board meetings
- Coordinate the application process for funding opportunities and other programs (ie: athlete recognition).
- Organize Annual General Meeting or other PSO events
- Support Long Term Athlete Development (LTAD) alignment and education
- Identify new opportunities for programming, events, marketing and sponsorships in order to promote and build the profile of the PSO
- Update website information and/or assist the web-master
- Assist with the development and production of various manuals, document or promotional materials

- Coordinate and manage the development and production of PSO newsletters or publications