

# **Alberta Whitewater Association**

## ***Program & Services Coordinator***

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### **Role Description**

The Program and Services Coordinator for the Alberta Whitewater Association (AWA) is responsible for providing administrative, accounting and management services for the Alberta Whitewater Association (AWA), which is the Provincial Sport Organization for Whitewater Paddlesports in the Province of Alberta.

The Program and Services Coordinator is responsible for the day-to-day operations of the AWA and it's affiliated member associations. The Program and Services Coordinator implements policy and acts as a consultant to the Board and its Committees, Member Clubs and Member Associations.

The Program and Services Coordinator's office could be a home-office or at the AWA's office space at the Percy Page Centre in Edmonton.

### **Primary Responsibilities**

The Program and Services Coordinator is responsible for the management & administration of all services and programs, acting with major responsibility in the areas of:

1. Financial Management
2. Data Management including club membership lists, and the maintenance and uploading of critical documents and information to the AWA website and the AWA on-line data management site.
3. External Agency Liaison
4. Policy & Governance Planning
5. Fund Development, Grant Application and Reporting
6. Media Liaison for the Promotion of the AWA
7. Communication and Co-ordination with Member Clubs and Associations in the areas of Membership / Coaching / Officiating / Events / Volunteers / Staff Development and Education

### **Organizational Structure**

The Program and Services Coordinator works in conjunction with the AWA Technical Director. The Program and Services Coordinator takes direction and is accountable to the AWA Executive Board.

### **Hours and Remuneration**

The Program and Services Coordinator position is based on 1500-1700 hours of work per year.

The pay scale ranges between \$30,000 - \$45,000 per year depending upon the qualifications and experience of the candidate.

The position will remain open until a suitable candidate is found. Our thanks to all applicants, however only those applicants selected for an interview will be contacted.

Please forward a covering letter and resume by February 15, 2009 to: [awa.pres@gmail.com](mailto:awa.pres@gmail.com).