Membership Coordinator

**Job Scope/Primary Responsibilities**

* New Members Concierge – welcome and assist all new Members to the Association, ie - players, coaches, volunteers
* Assist new members with registration, navigating website and schedules
* Assist with Local, OHF and IIHF Member transfers
* Set up and administer Annual Registration in the Hockey Canada Registry - work with Bookkeeper to ensure payments are received and outstanding payments tracked
* Assist with campaigns to encourage new membership and retain existing members
* Provide registration reports and statistics to WMHA Board ongoing throughout the season
* Liason with the WMHA Board on ongoing Membership projects

**Hours**

* Part time position – 20-25 hours per week
* Hybrid of remote and in office hours – in office hours, would be set when registration initially opens and then first 2 weeks in September

**To qualify for this role, the ideal candidate will have**:

* Strong communication and interpersonal skills, both verbal and written
* Must be highly organized with excellent attention to detail
* Ability to work independently, be a self-starter, and effectively manage competing priorities
* Strong computer skills with good working knowledge of Microsoft Office (Outlook, Excel, Word, Power Point)
* Working knowledge of website management and social media platforms or a desire to learn
* Must have flexibility to work some evenings to attend Board meetings (approximately once per month).
* Basic hockey knowledge is considered an asset

**Salary**

* To be discussed – remuneration to commensurate with experience

***Please email resume with general salary expectations to:*** ***office@waterloominorhockey.com***