WMHA is currently looking to fill the part time position of **Administrative Coordinator**. This role will work closely with the Director of Operations and will play a key role in the administrative operations for Waterloo Minor Hockey.

The Administrative Coordinator position is **a part time role**, working approximately **20-25 hours per week.**

**Main Duties**:

* Serve as initial point of contact for members of the Association, answering general inquiries that come into the Hockey Office via email & phone
* Pick up incoming and process outgoing mail
* Pick up and return/forward incoming voicemail messages
* Assist WMHA Teams and Executive Members, with website & social media posts
* Book meeting rooms for WMHA teams with the City of Waterloo
* Work closely with Board Members, attend all Board meetings (1 per month) – create/distribute meeting minutes
* Distribute any ALLIANCE Minor Hockey bulletins and relevant updates to Office Staff and Executive Members
* Oversee the Hockey Canada Registry system, including player registration and payments; ensuring payments are received and the system is updated in a timely manner
* Assist in creating and submitting team roster to the ALLIANCE Office for approval, via the Hockey Canada Registry system

**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

Please email resume with salary expectations to: [office@waterloominorhockey.com](mailto:office@waterloominorhockey.com)