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Part-Time Position Member Services/Communications Coordinator

The Manitoba Badminton Association (MBA) is a non-profit Provincial Sport Organization (PSO) based in Winnipeg, Manitoba, which functions as part of Sport Manitoba. Our mission is to promote participation in badminton as a sport for life and encourage the growth of badminton athletes, coaches, officials, and volunteers throughout Manitoba. Our Vision is to create a badminton community that is supportive, progressive, friendly, competitive and encouraging and to ensure that athletes, no matter what their age or background, will have an opportunity to reach their potential.

The Manitoba Badminton Association, represented by its board of directors and employees, is looking for an excited and hardworking individual to take the position of Member Services/Communications Coordinator (MSCC).

The MSCC will assist the Executive Director and Provincial Coach in a variety of areas to maintain office efficiency and a high level of customer satisfaction. The following is an example of the roles and responsibilities to expect on the job:

- Manage phone and email correspondence with the general public and members
- Membership database management
- Website management
- Manage E-Newsletters and other membership communications primarily using Mailchimp
- Management of tournament and program registrations using tournament software, permission click, and potentially other systems
- Writing/editing press releases for MBA tournaments and special events
- Assist with tournaments, programs and/or special events preparation, implementation and/or takedown (as needed)
- Other tasks as required

The successful candidate should have the following capabilities and/or experiences:

- Strong oral and written communication skills
- Fluent with computer programs such as Microsoft Word, Excel & PowerPoint
- Excellent at learning online software/programs/websites/etc.
- Familiar with internet browsers of any type (Internet Explorer, Firefox, etc.)
- Experience with competitive badminton is an asset
- Experience coaching and/or officiating badminton is an asset

The position of MSCC is 16 hours per week; with a pay rate of \$13.00-\$16.00/hour depending on qualifications and experience. Potential candidates are asked to recognize that the position has flexible work hours, but should on most occasions be completed daily between the hours of 8am and 5pm to accommodate for regular phone and email hours. Some weekend or evening hours will be required during

seasonal busy times (winter). Some work may be completed from home. Overtime hours and/or hours not worked are to be banked and used at a later date for time off and extra time worked, respectively.

Resume and Cover Letter may be submitted to Ryan Giesbrecht at ryan@badminton.mb.ca by Friday August 25th, 2017 at midnight. Late applications will not be accepted.

Only applicants considered for interview will be contacted.