



Executive Assistant, Alberta Figure Skating Foundation (AFSF)

(year-round, part-time casual)

Key Responsibilities:

- ⇒ Manage communications/marketing (including email, website and social media)
- ⇒ Provide support to the AFSF Executive and Board of Directors

Specific duties:

- Prepare and distribute email communications with AFSF members
 - design posts
 - import membership lists
 - prepare & send notices/reminders regarding AGM, member registration, summer assistance, triple/quad gold awards, etc.
- Prepare advertisements (e.g., for Skate Canada newsletter, events livestreaming)
- Maintain/create social media accounts
 - develop and monitor social media posts
 - assist in development of a social media strategy for the AFSF
- Maintain and update the AFSF shared google drive
- Maintain and update the AFSF website
- Manage online member registration and maintain up-to-date membership lists
- Organize summer assistance documents for online review
- Assist with grant applications on behalf of the AFSF
- Assist in preparation for board meetings and AGM
 - schedule meeting and prepare agenda/documents
 - setup and attend online meetings using Zoom
 - transcribe & distribute meeting minutes
- Field general emails from website and redirect or respond
- Support miscellaneous administrative requests from executive members and/or assist with action items

Skills/experience required:

- Proficiency with Google suite of apps, including gmail, drive, docs, sheets, forms, etc.
- Proficiency with website management software (including WordPress, Elementor)
- Experience in email marketing
- Proficiency with Zoom videoconferencing platform
- Proficiency with content creation and posting to all forms of social media
- Familiarity with online membership/registration software
- High level of professionalism and interpersonal skills
- Strong written and oral communication skills
- Marketing/communications background preferred
- Knowledge of the AFSF and figure skating in Alberta is an asset, but not required
- Proficiency with graphic design and video editing software is an asset, but not required

Hours: Variable, average 10 to 15 hours/month

Pay: \$25-30/hour, dependent on experience

To apply: Send applications (letter of interest and resume) to info@afsf.ca.

Deadline: July 15, 2025, or until a suitable candidate is found.