

Administrative Coordinator JOB DESCRIPTION

Position Title: Administrative Coordinator
Reporting Officer Title: Executive Director

Responsibilities:

Building Administrative Support (10%)

- Manage front desk reception area, including opening and closing procedures, managing and directing incoming calls, mail or visitors in a customer service manner
- Manage boardroom bookings for the building including ensuring the boardroom is stocked and in good repair prior to every meeting.
- Act as main point of contact for SSHF vendors and suppliers for office-related equipment, ensure SSHF equipment is in good repair and all SSHF office-related purchases are within the approved budget
- Primary back-up contact with building managers, contractors and suppliers.

Support to the Executive Director (15%)

- Provides administrative and special project support to the CEO.
- Organizing and confirming details of board and/or board committee meetings including meeting time and logistics
- Organize the Annual General Meeting (AGM) including distribution of AGM notices, the preparation of the meeting package.
- Provide administrative support of the Membership Assistance Program (MAP)
- Coordinate and process annual nomination submissions.

Membership Coordination and Donor Stewardship (25%)

- Maintain and update records in donor and membership databases
- Coordinate and execute annual membership and donation campaign through CRM System, reaching membership revenue goals
- Identify and execute other revenue-capturing opportunities such as annual appeals, giving campaigns, etc.
- Donor stewardship including timely follow-up, researching and developing membership and donation ‘perks’, sending letters/cards of thanks, etc.
- Processing of tax receipts from all donations.

Induction Planning and event support (25%)

- Team lead on Annual Induction Dinner and Gala, working closely with Event Planner to ensure seamless execution of event
- Manage ticket sales, including developing and executing on a communication strategy through CRM system and processing all ticket receipts
- Solicitation and coordination on Silent Auction Items for Dinner and Ceremony;
- Solicitation and processing invoices and payments of souvenir program ads;
- Management and promotion of online 50/50 raffle to run from the nominee announcement up to Induction day
- Additional event support and coordination as needed for events such as media announcements, special receptions, off-site programming events, etc.

Saskatchewan Sports Hall of Fame (SSHF)

Human Resources – Coordinator

Revised 2025

Fundraising and Revenue Generation support (25%)

- Prospecting and database entry updates
- Grant reporting and submissions
- Sponsorship fulfillment

10:00AM – 4:00PM; Monday – Friday

27.5 hours/week

\$24.47 / Hour