



Job Posting: Officials & Events Administrator (Contract Position)

Term: August 1 – March 31 (with opportunity for seasonal renewal)

Compensation: \$17,300 for 8-month term (approx. \$25/hour, ~20 hrs/week)

Location: Sherwood Park, AB (hybrid flexibility)

The Sherwood Park Minor Hockey Association (SPMHA), in coordination with our operating partners SPKAC, SPS Fuzion and Strathcona Minor Hockey, is looking to add a reliable, organized, and community-minded individual to our administrative team. This new part-time, contract-based position will provide support across three core areas: **Officials Administration**, **Events/Tournament Coordination**, and **General Office Support**, including social media content support.

The role is ideal for someone who thrives on staying involved in the hockey community and is looking for flexible, meaningful part-time work that fits around other life commitments — such as school and sport schedules.

Key Responsibilities

Officials Administration

- Coordinate referee scheduling support for SPMHA, SPKAC, SPS Fuzion, and Strathcona Minor Hockey
- Assist in communications between officials and assignors
- Track officiating needs and feedback
- Maintain records and scheduling tools

Events & Tournament Support

- Support planning and logistics for tournaments and association events
- Coordinate registration, communications, volunteer schedules, and event setup
- Liaise with vendors, sponsors, and event leads
- Assist with tournament promotions and communications

General Office Administration & Social Media

- Provide light administrative support in collaboration with our office team
- Help with communication tasks such as email responses, recordkeeping, and form management
- Support the creation and scheduling of social media content across SPMHA platforms
- Assist with updates to digital platforms and web-based announcements

What We're Looking For

- Strong organizational and communication skills
- Experience in admin, event coordination, or community sports (volunteer or paid)
- Self-starter who can manage flexible hours and adapt to changing needs
- Tech-savvy with comfort using email, spreadsheets, and social media tools
- Bonus points for familiarity with minor hockey or officiating — but not required

Why This Role Might Be a Great Fit

- Flexible daytime hours (~15–25 hours/week, fluctuating based on season)
- Hybrid mix of home-based work and some in-office or arena time
- Stay actively involved in the local hockey community
- Seasonal role with potential to grow into a larger position over time

To Apply:

Please send your resume and a brief cover letter to careers@spmha.ab.ca by Friday, **June 13, 2025**.

We appreciate all applicants; only those selected for an interview will be contacted.