



Canada

# PSO ADMINISTRATIVE COORDINATOR

**Application Deadline: March 11, 2024**

Job Summary

# PSO Administrative Coordinator

*One (1) year term contract, ending March 31, 2025.*

Job Summary:

To Provide administrative, governance and logistical support to four (4) Provincial Sport Organizations and provide consultation on sport trends, organizational effectiveness, and strategic direction.

The main focus of the position will be to strengthen the capacity of selected small PSO's on PEI and to strengthen their overall effectiveness in the following key governance areas:

1. Human Resource management (volunteers)
2. Policy/governing/organizational support
3. Planning/priorities/work structures
4. Financial Management
5. Board operating functions: (communications/meeting effectiveness/ orientation process/knowledge of PSO system supports and services)
6. Board orientation and succession planning

**PSO Administrative Coordinator Program is intended to:**

1. support and enhance the capacity of PSOs, such as board orientation, and planning;
2. support the implementation of good governance policies and practices, including financial;
3. provide administrative support to PSO's, such as funding applications, registration, website management and communication;
4. support sport sector special initiatives.

**Working Conditions:**

1. Located in at the Sport PEI office in Charlottetown, with some accommodation for remote work;
2. Flexibility to work some evenings and weekends;
3. Must be legally entitled to work in Canada;

4. May be subject to a criminal record check and/or other background checks;
5. Valid license and reliable transportation.

**Education/Experience:**

Degree in Kinesiology, Sport Administration, Sport Management, Health & Human Performance, Physical Education, Recreation Management or equivalent work experience in the field of coaching or administrating sport at the provincial or national level. A working knowledge of the Canadian and PEI sport systems and their components is an asset.

**How to apply:**

Please submit a cover letter and resume to PSO Admin Hiring Committee at [sportpei@gmail.com](mailto:sportpei@gmail.com) with the subject line "PSO Admin Coordinator".

We encourage all qualified applicants to submit their application by **March 11**. However, please note that we may begin scheduling interviews prior to the deadline. We recommend interested individuals submit their application as soon as possible.

*We believe that a strong commitment to diversity and inclusion enables us to truly have a positive impact on the well-being of everyone.*

*We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.*

We appreciate your interest and thank you for your consideration; however, only those candidates selected for an interview will be contacted.

**Salary Range:**

\$40,000 - \$42,000