



Canada

# PSO ADMINISTRATIVE COORDINATOR

**Application Deadline: May 1, 2026**

Job Summary

# PSO Administrative Coordinator

*One (1) year term contract, ending March 31, 2026.*

Job Summary:

To Provide administrative, governance and logistical support to select Provincial Sport Organizations (PSOs) and support to Sport PEI programs and services.

Key Knowledge areas:

1. Human Resource management (volunteers)
2. Policy/governing/organizational support
3. Planning/priority development and management
4. Financial Reporting, e.g. spreadsheets
5. Board operating functions: (communications/meeting effectiveness/ orientation process/knowledge of PSO system supports and services)
6. Database/Registration management
7. Communications – using email, social media, website

**Working Conditions:**

1. Located in at the Sport PEI office in Charlottetown;
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
6. Must be fluent in English. Bilingualism is an asset.

**Education/Experience:**

Degree in Sport Administration, Sport Management, Recreation Management or similar program 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 [sportpeijobs@gmail.com](mailto:sportpeijobs@gmail.com) with the subject line "PSO Admin Coordinator".

We encourage all qualified applicants to submit their application by **May 1**. 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