

## POSITION DESCRIPTION:



<b>Position Title</b>	Administrative Assistant/Membership Coordinator
<b>Hours</b>	Up to 30 hours per week (averaged)
<b>Salary</b>	\$15 – 18 per hour depending on experience

### Position Purpose:

The Administrative Assistant is responsible for assisting with the general administration of the Alberta Bicycle Association office, membership licensing and website maintenance. Primarily an administrative position, the Administrative Assistant will work in conjunction with all staff members to provide overall efficient and effective administration and membership support services.

### About the Alberta Bicycle Association:

The Alberta Bicycle Association (ABA) is the affiliated provincial branch of the Canadian Cycling Association (CCA). The ABA is responsible for facilitating introduction to organized cycling and to develop a strong competitive cycling program, while protecting and advocating the rights of cyclists and acting as the organizing body which promotes all aspects of cycling in Alberta. The ABA is a not-for-profit association run by volunteers, relying on membership fees, fundraising, and government support for operating funds. ABA members include road, track, BMX, cyclo-cross and mountain bike racers, recreational and transportation cyclists, educators, coaches, officials, administrators, enthusiasts, volunteers, and advocates of the sport.

### Supervision Reporting Relationships:

This positions' supervisor/manager	The Administrative Assistant reports directly to the Executive Director of the ABA and liaises closely with many of the clubs.
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### Location:

This position may be based in the Percy Page Centre in Edmonton, Alberta.

### Key Responsibility Areas:

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1. <b>MEMBERSHIP SERVICES</b>	<ul style="list-style-type: none"><li>▪ Efficient processing of licenses, membership and club registration</li><li>▪ Maintenance the ABA online database;</li><li>▪ Maintenance of ABA Website</li><li>▪ Provide Membership reports to Executive Director</li></ul>
2. <b>GENERAL</b>	<ul style="list-style-type: none"><li>▪ Greet people who contact or come to the ABA office</li></ul>

Key Responsibility Areas	
ADMINISTRATION	<ul style="list-style-type: none"> <li>▪ Answer telephone or email inquires when applicable;</li> <li>▪ Work closely with Alberta Bicycle Association staff to assist as needed for current and future programs;</li> <li>▪ Daily collection of incoming and outgoing mail;</li> <li>▪ Assist with the administration of programs, events and services.</li> <li>▪ Other assigned duties, as assigned by the Executive Director</li> </ul>

### SECTION C: Key Selection Criteria

- Post-Secondary education or equivalent experience is preferred
- Experience in an administrative assistant role

**Experience / Qualifications / Attributes:** Required by the incumbent to successfully perform the positions key responsibilities.

- Ability to work independently and proactively with minimal supervision
- Proficient knowledge of computer software (outlook, word, excel)
- Highly developed verbal and written communication skills
- Ability to interact effectively with the general public, volunteers, sport groups and organizations.
- Excellent interpersonal skills, strong communication and customer service skills;

Submit Resume and Salary Expectations to:

Heather Lothian

Executive Director

Alberta Bicycle Association

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