



Indigenous Sport Council Alberta
6768 75 Street NW, Suite 100
Edmonton, Alberta
T6E 6T9

INDIGENOUS SPORT COUNCIL ALBERTA (ISCA)

POSITION: Program Coordinator Full-Time

LOCATION: Edmonton, AB (*In Office*)

POSITION PURPOSE:

The Indigenous Sport Council of Alberta is the Provincial/Territorial Aboriginal Sport Body (PTASB) that focuses on physical, mental, spiritual and emotional health and wellness of Indigenous people in Alberta.

ABOUT INDIGENOUS SPORT COUNCIL ALBERTA :

ISCA delivers programs and initiatives designed to empower athletes, coaches, and communities while honoring the rich traditions of First Nations, Métis, and Inuit peoples. The programs provide participants with opportunities to connect with peers, access low-barrier activities and learn physical and cultural skills in a safe and supportive environment.

ABOUT THE POSITION:

The Program Coordinator will report directly to the Director of Operations and Senior Program Coordinator. Duties will include, but are not limited to:

- Acts as central contact for staff, participants and partners by answering phones, and responding to emails, directing correspondence to Program Coordinators as needed.
- Coordinating planned activities, including booking venues; registering participants; making travel arrangements; purchasing supplies; creation, compilation and management of registration forms and feedback surveys; and preparing draft reports.
- Administering program responsibilities, including providing information, updates and forms by deadline and as needed by ISCA administrative and operational personnel; reviewing costs and preparing financial information (receivables and payables) for review and submission; scheduling and attending meetings as required.
- Communicating with Program Coordinator and enacting direction; coordinating with other ISCA team members, including the Executive Director.
- Must be able to occasionally work weekends and evenings for ISCA events.
- Other duties as schedule allows and/or operational need arises.

QUALIFICATIONS AND SKILLS REQUIRED:

- High school diploma or equivalent. Related college diploma an asset.
- A lived understanding of and/or experience with Indigenous communities, history, values, and culture an asset.



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- Experience in sport or social program work. Experience in Indigenous sport and social programs is an asset.
- Experience in supporting multiple programs at one time and successfully delivering quality results on schedule.
- Understanding of working within a budget and how to ensure programs remain on budget or to identify emerging risks or needs.
- Strong proficiency in use of Microsoft Office and Google applications, such as Word, Excel, PowerPoint, Google Meet, Sheets, and Forms as well as Adobe Acrobat.
- Highly organized, with the ability to manage work schedule in a high-paced environment, mitigate issues and meet deadlines.
- Excellent oral and written communication skills, including writing for reports, emails, social media copy, etc.
- Strong relationship management skills with the ability to positively interact with a wide range of internal and external stakeholders and in culturally sensitive environments.
- Personable, positive team player with a strong work ethic.
- Ability to occasionally travel within Alberta.
- Own vehicle - Employees may claim mileage expenses for mandatory travel related to ISCA business
- A Background Check and Vulnerable Persons Sector Check will be required if the candidate is successful.

JOB DETAILS:

37 hours p/week. The successful applicant will work at the ISCA Office, based at 6768 75 Street NW, Unit #100, Edmonton, AB, T5M 3K6. Some out-of-office work will be required to support programs and events.

Benefits:

- Extended Healthcare
- On-Site Parking

SUBMISSION:

Please send cover letters and resumes to careers@isportab.com