

Events & Programs Support Coordinator

Maternity Leave Coverage (Full-Time, 12–18 Month Term)

The Alberta Basketball Association (ABA) is seeking an organized and event-savvy Events & Programs Support Coordinator to support the delivery of competitions, events, and programs across the province. This role is ideal for someone who enjoys working in a fast-paced sport environment and contributing to high-quality participant experiences.

About Alberta Basketball Association

ABA is the provincial governing body for basketball in Alberta. We support athletes, coaches, officials, and member organizations through programs, events, and services that grow the game and strengthen communities in alignment with Canada Basketball standards.

Position Details

- **Status:** Full-Time Term (maternity leave coverage)
- **Term:** 12–18 months (subject to organizational needs)
- **Hours:** 40 hours/week
- **Schedule:** Primarily weekdays (8:30 a.m.–4:30 p.m.) with evenings/weekends during events
- **Location:** Edmonton office with travel to venues across Alberta

Position Overview

This role supports the planning, coordination, and delivery of ABA events and provides operational support to programs. The Coordinator contributes to enhancing event quality, participant experience, and alignment with ABA and Canada Basketball priorities.

Key Responsibilities

Event Planning & Delivery

- Support planning and delivery of competitions, tournaments, festivals, and championships
- Assist with development and improvement of events aligned with organizational priorities
- Contribute to planning of signature events (e.g., Hall of Fame, Youth Provincials, Awards)

Event Operations & Logistics

- Coordinate venues, equipment, and event logistics
- Assist with scheduling, registration, and tournament structure
- Support on-site operations including setup, check-in, results tracking, and teardown
- Coordinate procurement and distribution of medals, awards, and materials

Volunteer & Staff Coordination

- Assist with recruitment, scheduling, and support of volunteers and event staff
-

- Provide clear communication and on-site coordination
- Help maintain a positive and safe event environment

Program Support

- Provide administrative and logistical support to ABA programs
- Assist with registration, communications, and equipment coordination
- Support data collection and feedback for program improvement

Stakeholder Communication

- Respond to inquiries from participants, clubs, officials, and partners
- Provide timely and professional communication
- Support relationship-building with community partners

Marketing & Digital Support

- Ensure event and program information is current on ABA platforms
- Assist with basic content and event updates
- Support live updates during events as directed

Administration & Reporting

- Maintain records of registrations, participation, and basic financial tracking
- Assist with surveys and post-event reporting
- Support budget tracking and planning discussions

General Support

- Provide administrative support and participate in team planning
- Support other duties as required

Qualifications

Education & Experience

- Post-secondary education in Sport, Event Management, Recreation, or related field (or equivalent experience)
- Minimum 2 years of relevant experience in event coordination or sport administration
- Experience delivering sport events is an asset

Technical Skills

- Proficiency in Microsoft Office or Google Workspace
- Experience with registration platforms (RAMP) or websites is an asset

Skills & Attributes

- Strong organization and time management
- Effective communication and interpersonal skills
- Detail-oriented with a focus on quality experiences

- Ability to manage multiple priorities in event environments
- Ability to work independently and in a team
- Willingness to work evenings/weekends and travel
- Ability to lift event materials (approx. 40–45 lbs)

Conditions of Employment

- Clear Criminal Record Check with Vulnerable Sector Check
- Valid driver's licence and access to transportation is an asset/required for some events

Compensation

Salary range: \$58,000 – \$62,000

How to Apply

Submit your resume and cover letter to careers@albertabasketball.ca with the subject line:
"Events & Programs Support Coordinator – Application"

Application Deadline: April 27, 2026

We thank all applicants for their interest; however, only those selected for an interview will be contacted.