



📍 11759 Groat Road, Edmonton, Alberta, Canada T5M 3K6

☎ (780) 415-1661

@ [www.tennisalberta.com](http://www.tennisalberta.com)

---

## MANAGER-ADMINISTRATION, MARKETING AND MEMBER SERVICES

### Tennis Alberta

Tennis Alberta ("TA") is the provincial not-for-profit provincial governing body for the sport of tennis in Alberta. In partnership with Tennis Canada, regional and local tennis associations, sponsors and donors, TA strives to engage with the community to advance opportunities for players of all ages and abilities and to grow the interest and participation in the sport throughout the Province of Alberta.

Tennis Alberta's goal is to provide Albertans with the opportunity to pursue tennis as the sport of a lifetime for participants of all ages and abilities by developing and delivering:

- High quality & accessible programming
- Respected competitive structures
- Opportunities to increase the popularity and perceived value of tennis within Alberta

Tennis Alberta is responsible for INSPIRING, PROMOTING, and DELIVERING quality opportunities for participation in tennis in Alberta.

### Job Title

Manager, Administration, Marketing and Member Services

### What is the Opportunity

The Manager – Administration, Marketing and Member services is responsible for administration, marketing and member services to support the Executive Director and the board.

### Who You Are and What Will You Do

- **Strong administrative duties with ability to multi-task and be flexible to the needs of the Executive Director (ED).**
  - Reading, researching and routing correspondence.
  - Draft letters and documents, collecting and analyzing information and initiating communications.
  - Managing incoming calls, inquiries, visitors and correspondence.
  - Support the ED in needs of the board with respect to coordination of meetings and preparation of board notes and documents as well as participation in board meetings.
  - Support budgeting and bookkeeping services.

- **Strong Marketing Skills to coordinate activities within the tennis community.**
  - Assists TA to coordinate events such as symposiums, webinars, meetings, etc..
  - Promotion and marketing of all Tennis Alberta programs and initiatives.
  - Management of the social media platform including Instagram and LinkedIn.
  - Updates Web site for Eblast to the tennis community as well the Tennis Volley newsletter.
  - Prepares marketing posters for events, tournaments, and programs to ensure proper branding.
  - Coordinate and work with ALGC on fundraising events.
- **Member Services to work with the tennis community to create a great experience for our Clubs and Tennis Community.**
  - Coordination of our member services for Member Club / Individual member payments.
  - Updating member services and files.
  - Provide quality customer service and communication to internal and external stakeholders.
  - Create and update records and databases (financial, member tracking, financial data and others as required).

### **Additional Skills that would be great!**

- Have experience working for a not-for-profit organization and working with a volunteer Board of Directors.
- Do you like fundraising and creating new and innovative ideas and opportunities?
- A passion for tennis.
- Reside in Alberta.
- Valid driver's license and willingness to travel, mainly within the province.

### **Hours, Nature of Work and Compensation**

This is a full-time, salaried position with great variability in the work schedule, including evenings, weekends and some travel requirements to conferences, meetings and events.

The successful candidate will be required to provide his or her own reliable transportation and will be reimbursed for related expenses including meals, parking and supplies as per Tennis Alberta's expense policies.

Salary will be negotiated depending on experience and qualifications.

**How to Apply**

To apply, please send your resume and a brief cover letter outlining your interest in the position to [president@tennisalberta.com](mailto:president@tennisalberta.com) by February 16, 2024.