



(780) 415-1661 

info@tennisalberta.com 

tennisalberta.com 

11759 Groat Rd, Edmonton, AB, T5M 3K6 

TENNIS ALBERTA JOB ADVERTISEMENT

ADMINISTRATIVE ASSISTANT

Tennis Alberta is the not-for-profit provincial sport governing body for tennis in the province of Alberta. We are currently seeking an organized, dependable, and supportive individual to join our team as an **Administrative Assistant**. This part-time role will work between 15-20 hours per week, with a majority of hours completed remotely. An ideal candidate would be based out of Edmonton, but another setup would be considered for the right candidate.

Role & Responsibilities

The Administrative Assistant will support Tennis Alberta's financial and administrative operations to help us provide service excellence to our members and stakeholders. This role will report directly to our Manager of Member Service, Marketing & Administration and provide support to our Executive Director. Key responsibilities of this role include:

Financial Administration

- Process financial transactions, including internal and external transfers, payments, refunds, and cheques
- Send and follow up on invoices
- Process expense claims and vendor invoices
- Reconcile program and tournament revenues and expenditures
- Track transactions in internal reporting tools

Other Administrative Support

- Support the administrations of Tennis Alberta's programming, competitions, member services, and other operations
- Support Tennis Alberta's Executive Director through administrative duties
- Help maintain internal reporting tools
- Help maintain document management systems
- Other administrative duties, as required

Desired Qualifications

An ideal candidate for this role would possess the following qualifications. If you are missing some of the qualifications below, but still feel you would be a great fit for the role, we encourage you to let us know why in your application.

- Prior experience providing administrative support to a similar organization
- Strong financial skills and an understanding of accounting processes
- Prior work or volunteer experience at a sports and/or not-for-profit organization



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- Post-secondary education would be considered an asset
- Strong communication skills
- Strong software skills
 - Experience using the Quickbooks, Google Workspace Suite, Microsoft Office Suite, Slack, and CRM software would be considered an asset
- Organized with high attention to detail
- Passion for helping us grow and develop the sport of tennis in Alberta!

Why Work With Us

- Competitive hourly rate based on experience and qualifications
- Hybrid work environment, with a majority of hours completed remotely
- Some flexibility in work schedule. We will work with our preferred candidate to find a mutually beneficial schedule for completing responsibilities
- Work in a small and passionate team with a shared mission of developing the sport of tennis in Alberta
- Team-building events, like staff tennis days (prior tennis experience not required), tickets to Alberta's National Bank Challenger events, and more

Application Instructions

Qualified and interested candidates should submit their application, including a resume and cover letter to Mary Potter, Tennis Alberta Manager of Member Service, Marketing & Administration at mary.potter@tennisalberta.com by Monday, November 25 at 3:00 PM. Candidates may be reviewed as applications are received, so applying before the deadline is encouraged.

We thank all applicants for their interest. Only shortlisted candidates will be contacted to arrange an interview.

About Tennis Alberta

Tennis Alberta is the not-for-profit provincial sport governing body for tennis in the province of Alberta. We aim to provide Albertans with the opportunity to pursue tennis as a sport for life. We do this through the delivery of high-quality programming, robust competitive structures, and community programming.

You can learn more about Tennis Alberta on our website: tennisalberta.com or by connecting with Tennis Alberta on social media.