



(780) 415-1661 

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tennisalberta.com 

11759 Groat Rd, Edmonton, AB, T5M 3K6 

TENNIS ALBERTA JOB ADVERTISEMENT

COMPETITIONS COORDINATOR

Tennis Alberta is the not-for-profit provincial sport governing body for tennis in the province of Alberta. We are currently seeking an enthusiastic, organized, and passionate individual to join our team as an **Competitions Coordinator**. This is a full-time 12-month contract role, with the potential to become a permanent position afterwards. An ideal candidate would be based in Calgary, but another setup would be considered for the right candidate.

Role & Responsibilities

The Competitions Coordinator will support the delivery of Tennis Alberta's tournament calendar and coordinate the delivery of several competitions initiatives. This role will have shared reporting to our Manager of Tournaments & Competitive Structure and our Executive Director, while working closely with the rest of our team. Key responsibilities of this role include:

Rogers First Set Tour

- Coordinate the delivery of Tennis Alberta's Rogers First Set Tour events, including Rookie and Rising Stars
- Identify and coordinate event delivery partners (facilities, leaders)
- Oversee event registration, create draws and schedules, and ensure all event and participant requirements are in place
- Work on site for select Rogers First Set events as tournament director/leader
- Update Rogers First Set Leaderboards and source/distribute participant prizes
- Work with Tennis Alberta's Marketing Specialist to promote events
- Liaise with Tennis Canada to ensure Rogers First Set targets and reporting requirements are met

Community Tennis Leagues

- Coordinate the delivery of Tennis Alberta's Community Tennis Leagues
- Identify and coordinate delivery partners (facilities, league coordinators)
- Work with Tennis Alberta's Marketing Specialist to promote league sessions
- Manage league registration, create league boxes and schedules, and communicate regularly with participants to ensure matches are completed
- Source and distribute season-end prizing
- Liaise with Tennis Canada to ensure Community Tennis League targets and reporting requirements are met

Competitions Calendar Support

- Work with Tennis Alberta's Manager of Tournaments & Competitive Structure to deliver annual sanctioned tournament calendar



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- Using Tournament Software, oversee event registration, create draws, and ensure all participant requirements are met
- Work with Tennis Alberta's Marketing Specialist to promote events
- Complete tournament reporting requirements and reconciliations

Provincial Championships Support

- Assist with the planning and delivery of Tennis Alberta's Provincial Championships
- Work on site at select events

Competitions Administration

- Assist with internal and external reporting for all competitions, leagues, and events
- 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 work or volunteer experience in sport competition/event planning and delivery
- Education in sport or recreation management (or general business) would be considered an asset
- Prior work or volunteer experience at a sports or not-for-profit organization
- Strong written and verbal communication and customer service skills
- Strong organization and project management skills
- Software skills: This role would regularly work with Tournament/League Software, Google Suite, Microsoft Outlook, Slack, Canva, and more
 - **Note:** If a candidate has prior experience working with a tournament and/or league management software, this would be considered a strong asset, but training on all sport-specific software systems will be provided
- A self-starter with the ability to work independently and as part of a team
- Prior experience playing or working in (and/or a strong understanding of) tennis would be considered an asset
- Passion for helping us grow and develop the sport of tennis in Alberta!

Why Work With Us

- Annual salary between \$40,000-\$45,000, based on experience and qualifications
- Hybrid work environment, with a large portion of hours completed remotely
- Work in a small and passionate team with a shared mission of developing the sport of tennis in Alberta
- Access to Tennis Alberta partner equipment discounts



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- Team-building events, like staff tennis days (prior tennis experience not required), tickets to Alberta's National Bank Challenger events, and more

Note: *This role will be hired as a 12-month fixed-term contract, beginning in January 2025. A candidate would have the opportunity to obtain a full-time permanent position after completing this term, based on associated program success and Tennis Alberta funding.*

Application Instructions

Qualified and interested candidates should submit their application, including a resume and cover letter, addressed to Colin Latchford, Tennis Alberta Executive Director at careers@tennisalberta.com by **Sunday, December 15, 2024 at 11:59PM**. 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 engagement.

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