



PRINCE GEORGE MINOR HOCKEY ASSOCIATION
P.O. Box 2242 • PRINCE GEORGE, B.C. V2N 2J8 • (250) 563-0303 •
250) 563-0318

ADMINISTRATIVE LEAD

About Prince George Minor Hockey Association

The Prince George Minor Hockey Association (PGMHA) provides youth with the opportunity to participate in both recreational and representative hockey to develop players emotionally, physically, socially and technically. We strive to create a positive environment that is safe, fun and respectful and support Hockey Canada's mission statement to "Lead, Develop, and Promote Positive Hockey Experiences." PGMHA is a member of Hockey Canada and BC Hockey, incorporated under the B.C Societies Act

Job description

PGMHA is seeking an experienced, creative and adaptable Administrative Lead to support the Membership and Board of Directors of PGMHA.

Responsibilities

- Administration and data entry with a multitude of software including WordPress, G-Suite, social media, financial, registry and evaluation platforms.
- Processing records, applications, financials and other submissions as required.
- Coordinating activities and operations within PGMHA.
- Promoting and elevating PGMHA culture and volunteerism.
- Support members, employees and volunteers with duties specific to running PGMHA hockey operations.
- Operating within a budget and complying with multiple levels of policy and governance.
- Opportunity to expand your roles and responsibilities.

Desired Skills

- Experience in technical & business administrative employment.
- Volunteerism or employment in sport is an asset.
- Customer service oriented.
- Database experience and understanding for the purpose of administration, data entry, troubleshooting and extending.
- MS Office expertise especially MS Excel.
- Type 45-60 WPM.

Seasonal Employment

Email your Expression of Interest & Resume to [**resume@pgmha.com**](mailto:resume@pgmha.com)