



The Alberta Kodokan Black Belt Association

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Job Posting for an Executive Director

The Alberta Kodokan Black Belt Association (Judo Alberta) seeks an enthusiastic individual to manage correspondence, coordinate reporting requirements, and develop relationships crucial to Judo Alberta while understanding the requirements of the executive, and to assist in the direction of programs.

Judo Alberta head office is based out of the Percy Page Center in Edmonton, Alberta. This position will be based on a 20 hours/week schedule.

In addition to managing and coordinating, the successful applicant will be expected to provide leadership, direction, and information to all members of Judo Alberta and perspective members.

As an Executive Director you will work with the Judo Alberta Executive and committee chairs to:

- **Handle on going association administration.**
- **Assist and participate in development and delivery of social media and marketing plan.**
- **Apply for grants and scholarships.**
- **Seek Funding opportunities for the association in both the private and public sectors.**
- **Participating in and plan meetings - Including AGM and Yearly Planning meeting weekend.**
- **Liaise with other Alberta provincial sport associations, other Provincial/ Territorial Judo associations and Judo Canada, to get ideas on how to improve the operations of Judo Alberta.**
- **Coordinate the completion of the Annual Profile Grant Application as well as all other government grant requirements**
- **Assist executive in writing, updating and monitoring strategic plan**

We're looking for a creative multi-tasker with some experience working in a sport-minded setting. You should have an interest in being a part of a strong and functional executive and be good at building relationships. Demonstrating the ability to work successfully with the Alberta Sport, physical activity and recreation stakeholder services (SPAR) is paramount. A background in non-profit organizations would also be an asset.

- Qualifications
- Related Bachelors Degree (e.g. Business Administration in not-for-profit management, sport management, recreation and leisure organizations) or equivalent experience .
- Experience in managing a community based volunteer agency.

If this sounds like the position for you, please forward your resume to Trevor Hazell, President of Judo Alberta before midnight, **February 28th 2022**. Email – tdhazell@gmail.com . Only those selected for an interview shall be contacted. If no suitable candidates are found by the closing date, the posting shall remain open until such a time that Judo Alberta determines.