



EMPLOYMENT OPPORTUNITY

MEMBER SERVICES COORDINATOR

Truro Minor Hockey Association (TAMHA) is seeking a Member Services Coordinator. The successful candidate would be responsible for a variety of administrative and managerial tasks under the direct supervision of the President and Executive.

QUALIFICATIONS:

- Valid driver's license
- Valid Criminal Record Check and Vulnerable Sector Check
- A willingness to learn
- The energy and desire to succeed

RESPONSIBILITIES:

- Preparation and distribution of all communications, including social media
- Preparation and maintenance of ice schedules
- Preparation and presentation of all required reporting
- Payroll, invoicing, deposits, and bank reconciliation
- Liaise with all other organizations as required
- Liaise with all members and volunteers regarding numerous tasks
- Other duties as assigned

SALARY:

To be determined based on skills and experience.

HOW TO APPLY:

Please send resume and cover letter to presidenttamha@gmail.com attention Ryan Butcher on or before **Thursday July 20, 2023. Only individuals selected for an interview will be contacted.**