



Lloydminster Minor Hockey Association

General Manager

Location: Lloydminster, Alberta

Minimum Education: Diploma or Degree

Minimum Experience: 5 Years

Job Type: Full Time (Salaried)

Application Deadline: May 1, 2019

About Lloydminster Minor Hockey

We are a successful, non-profit organization supporting approximately 1,200 players.

We provide hockey programming supporting skills of all levels, from introduction to hockey through elite.

As Canada's only border city, located on the border between Saskatchewan and Alberta, we are a member of Hockey Alberta.

The Opportunity

- Under the direction of the Board of Directors, led by the Executive Committee, the General Manager will be responsible for day to day operations, including the preparation, execution and management of a budget in excess of \$1M.
- Seek grants, sponsorships, and fundraising opportunities.

- Act as the liaison between the governing bodies (i.e. – individual leagues, Hockey Alberta & Hockey Canada), adhering to and educating association members on policies, procedures and changes.
- Coach, mentor and train the internal office personnel. They will recommend and administer internal procedures and guidelines to meet compliance regulations

Qualifications

- Minimum of 5 years' experience in **financial management**
- Post-secondary **education** in management or commerce is an asset
- Strong proficiency in **Microsoft Office** products
- Previous **management, leadership, and coaching** experience with a proven track record of motivating and developing high-performance teams is a requirement.
- Excellent **interpersonal and communication** skills
- Solid ability to be open-minded while problem solving and demonstrating resiliency
- Experience developing strong internal and external **relationships**, both individually and in a team environment.
- Proven **efficiency, organizational, and accuracy** skills, meeting deadlines in an ever-changing, fast paced environment
- Passion for community involvement
- Demonstrated commitment to ongoing **professional development**.

What we offer

- Compensation will commensurate with qualifications and experience.
- Health spending account
- Flexible work environment, with some travel, evenings and weekend work required.

How to apply

If you are interested in this exciting opportunity, please submit your resume and cover letter to:

The Executive Committee, Lloydminster Minor Hockey Association:

gm@lloydminsterminorhockey.com.

We would like to thank all applicants for their interest; however, only those selected for interviews will be contacted.