



CALGARY CORPORATE CHALLENGE

- Position:** Administrative Assistant
- Location:** Calgary
- Type:** Contract
- Start Date:** April 26th, 2010 (flexible), contract length is approx 6 - 7 months.
**This position could lead to full-time employment.*
- Salary:** This is an entry level position. Remuneration will not be discussed until the interview stage.
- Posting Closes:** Friday, February 26th, 2010 at 4:00pm

Calgary Corporate Challenge (CCC) is a volunteer-driven, Olympic-style event for Calgary's business community. Each September, employees, managers and volunteers participate in a wide variety of athletic and non-athletic events. With over 180+ companies, 1,200+ volunteers and 18,000+ athletes, CCC has grown to become the largest, annual, amateur, athletic event in Canada. As a non-profit organization, CCC has helped raise over \$4.2 million for local Calgary charities and is continuously striving to increase contributions to the community.

Job Description

- General Administrative Duties
 - Email
 - Photocopying
 - Faxing
 - Filing
 - Answering the phone
 - Incoming and outgoing mail
 - Couriers packages
 - Making meeting arrangements
 - Proofreading
- Support the Games Manager and Business Coordinator
 - Assist with formatting sporting event schedules
 - Assist with company volunteer scheduling
 - Assist with equipment inventory
 - Assist with volunteer and sponsor socials
 - Assist with the awards program
 - Assist with website updates
 - Assist with surveys
- Scavenger Hunt
 - Assist the Games Manager with the Scavenger Hunt event. Specific responsibilities may include working with the Event Coordinator to create the lists, updating paperwork, coordinating drop-off logistics.

- CEO Challenge
 - Assist the Games Manager with the CEO Challenge event. Specific responsibilities may include compiling team lists, confirming HR letters, and creating tracking sheets.
- CCC September Games (September 10th – 30th, 2010)
 - Work with the Games Staff to ensure that all of the events are properly staged, equipped and prepared. During the Games the Administrative Assistant will be involved with the overall delivery of the events.
- Volunteer Management
 - Attend all volunteer and sponsor socials, meetings and work bees.
- Board Meetings
 - The Administrative Assistant will join Games Staff in all Board of Directors meetings and may be called on to provide comments and/or feedback during such meetings.
- File Wrap-Up
 - At the conclusion of the contract, the Administrative Assistant is responsible for wrapping up all of their files and projects. File Wrap-Up may include budget review and recommendations, compiling all pertinent correspondence, contacts, notes, feedback surveys from volunteers and participants and a list of suggestions for the following year.

Notes

- Some evening and weekend work is required each month. For example: 2 weeknights in May; 4 – 6 weeknights in June; 4 – 6 weeknights and one Saturday in July; 4 – 6 weeknights and one Saturday in August.
- Need to be able to work everyday, extended hours, for the month of September (minimum 75 hours per week).
- Need to be able to perform physical labor (transporting, loading and setting up equipment).
- Valid, Class 5, Drivers License is required (personal vehicle is an asset). A driver's abstract may be required at the interview stage.

Assets

- Degree/diploma in Administration, Business, Marketing, Sports & Recreation, Non-Profit Studies, Event Management or a related field.
- Work and/or volunteer experience planning events.
- Work experience in an office environment.
- Excellent organizational skills (oral and written) and the ability to excel at details, multi-tasking and working under pressure.
- Must have some experience and skilled in the use of software programs such as MS Word and Excel.

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