



Job Opportunity Administrator – Coaching, Officials and Events – Manitoba Horse Council

Manitoba Horse Council (MHC) is now seeking a full-time (37.5 hrs) Administrator to provide support to our coaching and officials programs and MHC-led events. The successful candidate must have strong organizational, customer service and communication skills, as well as a comfort using and/or learning different forms of technology. Reporting to the Executive Director, you will be responsible for the day-to-day administrative functions of MHC, managing MHC's communication channels, supporting the Coaching and Officials Committees and related programs/events, planning and rolling out MHC-led events, and promoting participation in educational programs.

MHC is a not-for-profit organization representing clubs and individual members involved in equine activity in Manitoba. MHC's vision is *to grow and sustain involvement in equine activities and sport in Manitoba* and is the recognized governing body for equestrian sport in the province. Knowledge of the equestrian community in Manitoba and existing relationships would be asset but not a requirement.

Key Responsibilities:

- Lead **administrative tasks** within the office (e.g. responding to inquiries, maintaining supplies).
- Support **annual membership process** by updating forms, processing applications, answering inquiries, and maintaining membership lists.
- Lead **newsletter, website, and social media content** development, with input from Executive Director and Board as required.
- Provide **support to the Coaching Committee** by responding to inquiries about coaching, attending committee meetings, researching and applying for grants, maintaining supply of manuals and brochures, and assisting with program rollout.
- **Coordinate clinics/workshops/exams/testing** (e.g. advertising on social media, responding to inquiries, processing registrations, preparing materials, maintaining records) in collaboration with Coaching and Officials Committees.
- Maintain **database of coaching records** and liaise with coaches to maintain and update their portfolios.
- Act as **project manager for MHC led events and shows** (e.g. Horse Day, team challenge, Heritage Circuit).
- Identify opportunities and **coordinate MHC's participation in equestrian community events** (e.g. Royal Manitoba Winter Fair, trade shows).
- Support the **rollout of grassroots level programs** (e.g. learn to ride/drive), promote and track participation.
- Contribute to a **healthy and safe work environment** for staff, Board and members.

Key Requirements:

- Experience in business/office administration, sport administration or a related field.
- A strong customer service skillset, demonstrated when working with internal teams and external customers/members.
- Strong organizational abilities, including planning, problem solving/troubleshooting, and task implementation.

- A proven track record of building and maintaining collaborative relationships with others.
- Aptitude for both written and verbal communications.
- Quick learner, enjoys learning new things and asking questions.
- Comfortable using and learning different types of technology (e.g., basic website maintenance, databases, social media)
- Experience with MS Office including word processing, e-mail, database, spreadsheet, presentation software, file sharing, etc. plus the ability to work with virtual meeting applications.
- Occasional evening or weekend work may be required (for Committee meetings, clinics/workshops, etc.).
- We are a small office, offering opportunities to work on site (Sport Manitoba building) and/or from home

Interested individuals are invited to submit their cover letter and resume to mhc.exec@sportmanitoba.ca no later than June 10, 2022.