



SUMMER PROJECTS COORDINATOR

Tennis Alberta is the governing body of tennis in the province, providing programs, competitive opportunities, training clinics and administering the Sport provincially.

Based out of the provincial office in Edmonton, this full time summer position will enable you to work in a team environment, administering different tennis programs throughout the province. Working closely with our 30 member clubs and the general public. The candidate will oversee a number of grassroots programs and assist with provincial tournaments. Excellent position for a student in post secondary education or those who need training in recreational environment.

Successful candidate:

- Have excellent interpersonal and communications skills
- Good organizational and time management skills
- Experience with Microsoft Office and other PC based programs

Basic understanding of non profit organization/tennis is an asset, but not limited to.
The position is from May - August.

Please submit your resume including references to:

Tennis Alberta
11759 Groat Road
Edmonton AB T5M 3K6
FAX: 780-415-1693

or via email at director@tennisalberta.com

DEADLINE FOR APPLICATIONS IS May 15th
Only those selected for an interview will be contacted