Events Coordinator — 2026/2027 Season
Alberta Snowboard Association | Part-time

Alberta Snowboard Association is seeking an organized and detail-oriented Events Coordinator to support our Operations Director in planning and delivering events throughout the 2026/2027 season.

This part-time role combines advance planning with on-site event coordination, working closely with clubs, venues, officials, partners, and sponsors. Events generally take place on weekends at venues near Grande Prairie, Calgary, Edmonton, and Jasper. Travel and weekend availability are essential.

Key Responsibilities

- Develop and maintain event schedules, planning timelines, and logistical arrangements.
- Coordinate event registration and participant communications.
- Liaise with venues, partners, and sponsors to confirm requirements and coordinate event commitments.
- Coordinate the availability and scheduling of appropriate judges and officials.
- Work with host clubs to provide event management oversight, guidance, and practical support.
- Support on-site event delivery, troubleshoot issues, and help events run safely, efficiently, and on schedule.
- Track planning details, maintain event records, and support post-event follow-up.

Qualifications and Experience

- Direct experience planning and delivering events, preferably in sport or recreation.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Clear communication skills and the ability to work effectively with clubs, volunteers, officials, and external partners.
- A practical approach to solving problems and the ability to adapt as event needs change.
- Ability to travel within Alberta and work weekends during the event season.
- Knowledge of snowboarding or winter sport events is an asset.