



Executive Assistant/Office Manager (Hybrid)

Job Title: Executive Assistant / Office Manager (Hybrid)

Organization: Winnipeg Minor Basketball Association

Location: Winnipeg, MB (Hybrid – in office and remote)

Position Type: Full-Time

Application Deadline: August 8, 2025

Start Date: As soon as possible

About Us:

Winnipeg Minor Basketball Association is a nonprofit organization committed to promoting youth development through accessible and inclusive basketball programs. We believe in the power of sport to inspire, teach life skills, and build community. As we continue to grow, we are seeking a dynamic and experienced Executive Assistant / Office Manager to join our team and support the day-to-day operations of our organization.

Position Summary:

The Executive Assistant / Office Manager plays a central role in supporting the Executive Director and ensuring the smooth operation of our administrative office. This position requires a highly organized, proactive, and detail-oriented professional who is passionate about youth sports and community development.

Key Responsibilities:

- Coordinate daily office activities and communications, including responding to phone calls and emails
- Schedule and coordinate internal and external meetings, appointments, and events
- Provide high-level administrative support to the Executive Director
- Maintain organized filing systems, both digital and physical
- Assist with human resource tasks, including recruitment, registration, and screening of volunteer coaches
- Research and assist in securing sponsorships and partnerships for basketball programs
- Coordinate the scheduling of games for various youth basketball leagues
- Help organize specialty programs and community basketball events
- Carry out other administrative duties as required



Qualifications & Skills:

- Proven experience in an Executive Assistant or Office Manager role, preferably in a nonprofit or sports organization
- An understanding of Winnipeg Minor Basketball programs, the local basketball scene and the community centre system would be an asset.
- Strong organizational, time management, and multitasking skills
- Excellent verbal and written communication skills
- Proficiency with Google Workspace, Microsoft Office Suite and general office technology
- Experience in event coordination and volunteer management an asset
- Knowledge of or passion for youth sports, particularly basketball, is highly desirable
- Ability to work independently and collaboratively in a fast-paced, dynamic environment
- Discretion and professionalism in handling sensitive information
- Experience with basic bookkeeping, payroll support, or HR administration is a plus
- Strong interpersonal skills and a proactive, can-do attitude
- Valid driver's license required
- Ability to pass a criminal record and child abuse registry check
- A related University or College degree or related experience in sport administration; or an equivalent combination of education and experience.

Working Conditions:

- This position is a hybrid model (office and remote work) with evening or weekend hours required to support events and programs
- Some local travel may be required
- Vacations must be taken during the off-season (July and August)



Compensation:

- Annual salary: Salary will be commensurate with experience and qualifications
- 2 weeks of holidays
- Health & Dental plan
- Pension

How to Apply:

Please submit your resume and a cover letter outlining your qualifications and interest in the role to secretary@wmba.ca by August 8, 2025.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.