



MHMHA Tournament & Event Coordinator Position (Part-time)

Overview:

The Tournament & Event Coordinator position is responsible for managing and facilitating tournament and event preparation, promotion, and delivery. In addition, the Tournament & Event Coordinator works closely with multiple player associations, governing bodies, teams, individual players, and tournament volunteers to ensure a competitive and fun tournament experience.

Key Responsibilities (but not limited to):

- Plan, facilitate and manage tournaments and any related events
- Foster positive relationships with multiple hockey associations as well as represent MHMHA at various events/meetings in support of tournament objectives
- Recruit and direct all tournament staff and volunteers
- Establish budget and participation objectives with MHMHA to achieve the desired goals
- Advertise and promote player/team participation to achieve tournament goals
- Ensure all needed approvals and registrations are completed according to the requirements of the governing bodies
- Procure and schedule game ice and additional event locations in conjunction with MHMHA Ice Scheduler
- Create, distribute, and manage email marketing campaigns and participant communications
- Schedule and oversee tournament staff, including game officials and timekeeping staff
- Collect tournament fees, drive advertising/sponsorship revenue, and pay tournament obligations
- Collaborate with other MHMHA staff to deploy marketing plans and promotional events
- Follow up with participants to drive continuous improvement of events and player experience
- Provide periodic status updates on tournament operations to GM of MHMHA
- Plan, facilitate and manage events on behalf of MHMHA as needed

Requirements:

- Previous event management experience desired but not necessary
- Proven ability to deliver high-quality results in a very dynamic environment
- Strong interpersonal, communication and time management skills
- Ability to travel to tournament locations as needed
- Previous experience using Microsoft office

Skills:

- Solid written and oral communication skills and a demonstrated ability to deliver timely results
- Able to work independently with minimal supervision
- Strong organizational abilities
- Able to prioritize multiple engagements and deliverables while achieving deadlines
- Able to work seamlessly and collaboratively with various internal and external stakeholders and teams



Primary Location:

Medicine Hat Minor Hockey Office

Start Date:

Immediate

Remuneration:

Negotiable, commensurate with experience

Please note that only those candidates offered an interview will be contacted. Please also note that Medicine Hat Minor Hockey Association requires the successful candidate to provide a police information and vulnerable sector check as a condition of employment.

Additional Information: MHMHA offers competitive compensation, opportunities for career growth, autonomy in your role, and flexible hours and location. Our organization fosters a collaborative team environment supported by the resources needed to deliver exceptional service.