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Job Title: Coordinator, Competition
Job Type: Full-Time
Location: Head Office, Red Deer, AB
Reports To: Senior Manager, Competition
Supervises: None
Application Deadline: June 28, 2026

Hockey Alberta is seeking a talented and energetic professional to join the organization as our Coordinator, Competition. This position is part of the Competition team within the Hockey Department and focuses on providing quality service to players, coaches, membership, and stakeholders of Hockey Alberta. This position is responsible for leading volunteer committees to implement regulations, policies and processes for Hockey Alberta's Minor Tiered and Minor Female competition models.

Key areas of responsibility include:

General Duties

- Responsible for the delivery of organizational Objectives and Key results (OKRs) as assigned.
- Plan and control assigned budgets and resources for assigned areas.
- Ensure effective communication and coordination of resources through collaboration with other employees, participating in the department business planning process.
- Participate in and/or lead and implement ad-hoc committees as assigned.
- Engage with other business areas, and ensure collaboration amongst staff to consult on processes, projects, initiatives, etc.

Minor Female

- Lead and support Minor Female Leagues and Member Associations delivering female programming
- Ensure consistent application of Minor Female Regulations and support player pathways and registration
- Coordinate communications, governance processes, and Provincials implementation

Minor Discipline Committee

- Lead and guide the committee, ensuring consistent interpretation of Discipline Regulations
- Oversee investigations and tracking for suspensions and discrimination (11.4) matters
- Coordinate communications, meetings, records, and evaluation processes

Minor Leagues

- Support implementation of the Tiered Hockey Model across Minor and Female streams
- Ensure alignment between Tiered and Elite league operations
- Promote a cohesive player development pathway across all levels

U11 AA

- Support league operations and ensure consistent application of U11 AA bylaws, regulations, and policies
- Monitor performance metrics, growth, and development of the U11 AA model
- Coordinate registration, communications, evaluations, and year-end events

Officiating

- Support officiating development programs in alignment with Hockey Alberta's strategic direction
- Coordinate logistics for officiating programs at league events and showcases
- Liaise with staff and volunteers to ensure effective program delivery

Elite Leagues

- Support implementation of Elite Hockey programs with staff, Chairs, and committees
- Coordinate Alberta Winter Games operations, including team selection, camps, and budgets
- Assist with planning and execution of Elite program initiatives

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Qualifications and Attributes:

- ✓ University Degree or diploma in Sport Administration, Recreation, Business, Marketing, or relevant field.
- ✓ 3+ years experience in a relevant field.
- ✓ Experience in a professional office setting.
- ✓ Knowledge and experience in areas of office administration, and other related disciplines such as Microsoft Office and internet tools/ web applications is an asset.
- ✓ Exceptional communication and organizational skills are essential to work in a busy team environment.
- ✓ Ability to lead, communicate professionally, be creative, facilitate change, and build relationships.
- ✓ Strong interpersonal skills to interact with individuals positively and diplomatically.
- ✓ Ability to work under pressure and prioritize accordingly and/or multi-task to meet various deadlines.
- ✓ Ability to develop and implement yearly budgets and abide by policies and procedures.
- ✓ Understanding of the business of sport.
- ✓ Experience in and/or playing hockey is an asset.
- ✓ Valid driver's license required; access to personal transportation is considered an asset.

What We Offer

- Based on Hockey Alberta's Compensation Policy, the salary range for this position is \$52,500 - \$72,000 (relative to the successful applicant's education, skills, and experience).
- Upon completion of the first six-months of employment, you'll be enrolled in Hockey Alberta's comprehensive benefits plan.
- Two weeks vacation annually, with incremental increases based on years of service as per Hockey Alberta's Time Off Policy.
- Hockey Alberta offers a flexible work environment.
- Professional development opportunities to enhance individual skills and knowledge.
- Upon completion of two full years of employment, you'll be eligible to participate in Hockey Alberta's RRSP plan with matching contributions from Hockey Alberta as per the Staff Benefits Plan.

Hockey Alberta is an equal opportunity employer. We are committed to creating an inclusive and diverse environment that provides opportunities for all.

About Hockey Alberta

Hockey Alberta is the Provincial Sports Organization and governing body for organized amateur hockey in the Province of Alberta, encouraging competition on both a competitive and recreational level for those who enjoy hockey for the sportsmanship, skill, and enjoyment it can provide. For more information on Hockey Alberta, please visit our website. hockeyalberta.ca/about-hockey-alberta/

To Apply

Please submit your resume and cover letter via email by June 28, 2026, to:

Hockey Alberta

Attention: Kendall Newell, Senior Manager, Competition

Email: jobs@hockeyalberta.ca

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