



integrity.  
community.  
collaboration.  
innovation.  
passion.

**Job Title:** Manager, Elite Leagues  
**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 Manager, Elite Leagues. 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 Elite Hockey Leagues.

**Key areas of responsibility include:**

**General Duties**

- Responsible for the delivery of organizational Objectives and Key results (OKRs) as assigned.
- 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.

**Elite Hockey Leagues; Alberta Elite Hockey League (AEHL) and Alberta Female Hockey League (AFHL)**

- Maintain alignment between AEHL and AFHL operations, standards, and strategic priorities
- Liaise with MHAs, club teams, leagues, and key stakeholders to provide guidance and support
- Ensure consistent interpretation and application of regulations and policies (AA/AAA as applicable)
- Collaborate with Discipline Committee and staff on discipline and video review processes
- Oversee communications, records management, and governance practices
- Plan and control assigned budgets and resources for Elite Leagues.
- Advance player, coach and officiating development initiatives within Elite Hockey
- Identify and implement operational improvements and innovation opportunities

**Pre-Season**

- Lead and support Committee planning sessions to set priorities and strategic direction
- Review and update league regulations, policies, and program standards
- Coordinate player movement, tryout and registration processes
- Support scheduling frameworks and provincial competition planning
- Prepare communication plans and stakeholder engagement strategies

**In-Season**

- Oversee day-to-day league operations and issue resolution
- Facilitate regular member and committee meetings
- Provide ongoing support to Governors, teams, MHAs, and partners
- Monitor compliance with regulations, player eligibility, affiliation and movement
- Collaborate on discipline cases and video review decisions
- Support delivery and oversight of Showcases, Playoffs and Provincial competitions
- Track program effectiveness and support development initiatives

**Post-Season**

- Conduct season reviews, evaluations, and stakeholder feedback sessions
- Analyze league performance, trends, and areas for improvement
- Update policies, standards, and operational practices
- Prepare reports and recommendations
- Support transition planning for the next annual cycle

**mission. to create positive opportunities and experiences for all players through innovative leadership and exceptional service.**

**vision. hockey for life.**



integrity.  
community.  
collaboration.  
innovation.  
passion.

### **Qualifications and Attributes:**

- ✓ University Degree or diploma in Sport Administration, Recreation, Kinesiology, or a relevant field.
- ✓ 5+ years' experience in a relevant field.
- ✓ Experience in a professional office setting.
- ✓ Knowledge & experience in areas of office administration or other related disciplines, including Microsoft Word, Outlook, PowerPoint, 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 playing and coaching 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 \$65,000 - \$88,000 (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/](http://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](mailto:jobs@hockeyalberta.ca)**

**mission. to create positive opportunities and experiences for all players  
through innovative leadership and exceptional service.**

**vision. hockey for life.**