

Position: Executive Director

Contract: 1 Year

Location: Edmonton, AB

Employment Type: Part-Time Contract (25-32 hours per month)

Salary Range: \$23,000 - \$27,000 per year + incentive bonus



The Opportunity

We're hiring a Part-Time Executive Director to lead EVA's operations and help grow our impact in the volleyball community. This is a contract position reporting directly to the Executive Council and is ideal for someone who is highly organized, a great communicator, and passionate about community sports.

What You'll Do

As Executive Director, you'll be the central hub of the Edmonton Volleyball Association's operations. You'll manage the day-to-day administration of the organization, working closely with the Executive Council to support strategic decision-making, maintain governance documents, and ensure financial oversight. You'll coordinate league activities throughout the season, including scheduling games, securing gym space, managing team registrations, and supporting coaches, players, and officials.

Beyond logistics, you'll also play a vital role in shaping the EVA's community presence. This includes building and maintaining partnerships, promoting the league through digital platforms, and exploring new opportunities for growth through sponsorships and player engagement initiatives. Your leadership will help ensure the EVA remains a strong, inclusive, and well-run organization that continues to deliver high-quality volleyball experiences across Edmonton.

What You Bring

- Experience in sports league operations, nonprofit, or event coordination.
- Strong leadership, budgeting, and organizational skills.
- Excellent written and verbal communication.
- Familiarity with managing websites and social platforms.
- Confidence working with volunteers, sponsors, and board members.
- Bonus: experience in sponsorship, marketing, or fundraising.

Why Join Us?

- Work remotely with flexible hours.
- Lead a respected and well-established community sports organization.
- Influence the future of volleyball in Edmonton.
- Competitive contract rate plus performance bonus

Application question(s):

- Do you have prior experience managing or coordinating adult recreational or competitive sports leagues?
- Describe your experience working with a nonprofit or volunteer board.
- Are you available to attend occasional evening meetings and be present during key months of league activity (August–April)?
- Have you used tools like Google Workspace (Docs, Sheets, Drive), Word processing software, or scheduling apps in a professional setting?

How to Apply

Interested candidates should submit a resume and a brief cover letter outlining their qualifications and experience to garth@garthcrump.ca and/or sarahmcguire888@gmail.com .or