



## **EMPLOYMENT OPPORTUNITY**

**Position Title:** Office Coordinator

**Salary range:** \$42,000 - \$45,000

**Closing Date:** March 20, 2018 – 4:30 p.m.

Are you interested in working in the Sport and Recreation field? Do you like working in a fast paced office environment? Do you like planning, challenge, organization, and change?

Sport Yukon is looking for someone with excellent interpersonal and organization skills to join our dynamic team. Knowledge and experience working in administration, social media, and delivering excellent service in a public reception setting is essential. You will be working with Kid's Recreation Fund clients, volunteers, public, and Sport Yukon membership, so your flexibility, tact, energy and compassion will play a key role in delivering excellent client service.

If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications for this position. You will be notified if you are selected for further consideration.

**Conditions of employment:** Subject to RCMP Criminal Records Check

You will find the position description at [www.sportyukon.com/about-us/employment-opportunities/](http://www.sportyukon.com/about-us/employment-opportunities/)

For more information, or to submit your **cover letter and resume**, please contact Sandra Soares – Program and Events Coordinator at [coordinator@sportyukon.com](mailto:coordinator@sportyukon.com) or at 867-393-8334 or drop off at 4061-4<sup>th</sup> Ave – Whitehorse, Yukon.