



North East Minor Hockey Association
7 Kennedy Brook Drive
P.O. Box 1082
Torbay, NL A1K 1K7

Administrator Northeast Eagles Minor Hockey (NEMHA)

The Administrator provides administrative and clerical support to ensure smooth operations for NEMHA. This part-time role (20–25 hrs/week) includes set in-office hours (e.g., Tues/Thurs 3–7PM, Sat 10–2PM) with the remainder remote. Hours may vary based on membership needs.

Key Responsibilities

- Manage association website, TeamSnap, phones, and member inquiries.
- Administer Hockey Canada Registry (registrations, rosters, documentation).
- Process coaching applications and ensure training/clearances are complete.
- Support Board with policy, procedures, and volunteer coordination.
- Manage finances in Sage Accounting (payments, deposits, reconciliations).
- Process mail, payments for officials, and supply orders.
- Liaise with Hockey NL and coordinate with team managers.
- Manage equipment inventory, issuance, and returns as needed.
- Attend executive meetings and perform other duties as assigned.

Requirements

- 2-year Business Administration program or equivalent experience.
- Experience with Sage Accounting.
- CRC and Vulnerable Sector checks.
- Strong communication, organizational, and volunteer management skills.
- Flexible for evenings/weekends.
- Knowledge of hockey an asset.

Apply: Send resume and cover letter to [**secretary@northeasteagles.ca**](mailto:secretary@northeasteagles.ca)