

Events and Operations Coordinator

We invite applications for a full-time opportunity at Edge School
in the role of Events and Operations Coordinator

About us

Since 1999, Edge School has been committed to making a difference in the lives of our student-athletes. Our mission is to build a culture of personal excellence in academics, athletics and character. In the end, it is about graduating awesome humans.

Located 15 minutes west of Calgary, Edge's 170,000 sq. ft. campus and sports facility is home to approximately 455 Grade 4-12 and postgrad student-athletes enrolled in basketball, dance, fitness, flex, golf, hockey, multi-sport or soccer academies. Edge's rigorous academic program is complemented by a focus on character development and athletics designed to develop 'three-sphered individuals'. Graduates gain entry to top universities in Canada, the U.S and abroad, and are part of a network of outstanding alumni, making a difference in their communities around the world.

To learn more about our school, please visit our website at edgeschool.com.

Job Description

The Events and Operations Coordinator is an important member of the administrative team providing support to many areas of the school's operations, including Alumni and Fund Development, Academics, Student Life, Athletics and Programming and Enrolment services. The coordinator is responsible for assisting with the planning and execution of events throughout the school, including but not limited to, open houses, athletic tournaments, fundraising events, graduation and awards ceremonies. Additionally, the Coordinator will support the daily operational functions of several departments. There will be some evening and weekend commitments involved in this role. The work week will be adjusted to accommodate these commitments.

Key Accountabilities

The responsibilities of the Events and Operations Coordinator include, but are not limited to:

- *Provide support to Fund Development and Alumni Relations*
 - *Assist with Fund Development and Alumni tasks as needed*
 - *Assist with planning and execution of Fund Development and Alumni events*
 - *Support prospective and current donor research and data management*
- *Provide support to Athletics and Programming*
 - *Assist in the coordination of Edge Athletic tournaments and events*
 - *Coordinate internal and external facility bookings*
 - *Provide excellent customer service to facility user groups*
 - *Support Edge Programming (camps and clinics) on-line and in-person registration*
 - *Assist the Director of Marketing, Services and Events with athletics and programming related website maintenance and social media*
- *Provide support to Enrolment services*
 - *Assist in the coordination of the annual Edge School Open House*
 - *Assist in the planning of the annual new student & parent orientation*

- Support Director of Enrolment with timely communication to families with a focus on re-enrolment and new student enrolment periods
- Provide on-going customer service to prospective and current families
- Coordination of prospective student shadow days
- Provide support to Academic and Student Life programming
 - Plan and support the execution of annual graduation ceremony and evening banquet
 - Assist in the planning and coordination of annual academic awards ceremony
 - Support the academic administration on operational tasks, as needed
 - Support student life events, i.e., all school activity days, guest speakers, assemblies

The ideal candidate will have the following:

Education

- A related post-secondary degree/designation in marketing or communications, business, sport administration or demonstrated experience in key accountabilities.

Experience

- Minimum 3+ years of relevant administrative experience
- Demonstrated ability to plan and execute events in an educational setting
- Experience in supporting fundraising initiatives is considered an asset
- Experience in database management and/or CRM platforms is an asset
- Adept at using social media in a professional setting
- Demonstrated understanding and appreciation for sport and physical activity

Competencies and Attributes

- Embrace and model the Edge School vision, mission, and values
- Strong organizational and project management skills
- Excellent written and verbal communication skills
- Ability to thrive in a fast paced and dynamic team environment
- Intelligent, reflective and well spoken
- Engaging personality and ability to connect with students and parents and other stakeholders
- Detail oriented and organized
- Unpretentious, genuine and personable
- Energetic and eager to engage actively with students, parents and other stakeholders
- Willingness to work weekends and evenings to assist school events

Compensation

Edge School offers a competitive compensation and benefits package. Salary will be commensurate with skills, education and experience.

To apply

Edge School is committed to creating an inclusive workplace that values diversity. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or veteran status.



If you would like to join this outstanding school that is focused on building well-rounded individuals and fosters a culture of collegiality and personal excellence, we want to hear from you.

- **Email a cover letter and resume to careers@edgeschool.com by October 31, 2025.** Please reference the position title 'Events and Operations Coordinator' in the subject line of your email.
- By applying for this position, you consent to the collection, use and necessary disclosure of the personal information provided during the application and selection process. All applications will be kept on file for three months.
- Only those candidates who are selected for an interview will be contacted.

