



Competition Administrator

Eastern Districts Junior Basketball Association

The Eastern Districts Junior Basketball Association is a not-for-profit community-based basketball association situated in the north-eastern suburbs of Melbourne. The association has a proud history of delivering a successful basketball competition for junior players (from the ages of six to twenty-one). Currently, it caters for in excess of 11,000 players making it the largest junior domestic basketball association in Australia.

An exciting opportunity has arisen for a self-motivated person to take up the role of Competition Administrator. The successful applicant will join a team of like-minded operational staff providing critical administrative support to the competition. The Competition Administrator will be expected to plan and deliver many aspects of the current junior domestic basketball competition, including game scheduling, club gameday support, association administration and social media. This will require strong collaboration with other staff and club contacts.

Applicants should have the following attributes:

1. Ability to establish and maintain effective liaison with key personnel in the member clubs
2. Excellent computer skills including Excel
3. Attention to detail
4. Excellent communication skills, both verbal and written, with a strong customer-based ethic
5. Must be well organised and able to prioritise multiple tasks and be self-motivated
6. Must be able to work flexible times and locations in alignment with competition schedules and to meet deadlines, including some Saturdays and occasional Sundays

This is a full-time position of 38 hours per week and includes a requirement for flexibility in working hours, including weekends. A portion of the work is required to be office based, in Templestowe, with the ability to work remotely at times.

Salary will be based on skills and experience.

Applicants will be required to have or obtain a Working with Children's check and Police Check.

The association is looking to fill the position immediately, so will be shortlisting applications as they are received. Please submit your application as soon as possible to avoid missing out.

The Position Description is attached. Applications or inquiries should be directed to:

Kirsten Holness
Operations Manager, EDJBA
Email: manager@edjba.com.au