



Are you a motivated, energetic individual who has a talent for connecting with people and a deep, passionate love of sport? Are you looking for a new professional challenge? If so, Special Olympics has the opportunity for you.

The Opportunity

Special Olympics Alberta (SOA) is currently seeking applications for the position of Community Program Assistant in Edmonton. As an assistant, you will play a fundamental role in the development and implementation of programs and events over the summer. This is a full time, temporary 16 weeks position beginning in May of 2026.

Key Responsibilities include, but are not limited to:

Assisting the program department in:

- Providing direct support and guidance to grassroots programs to ensure the ongoing operation of safe and sustainable quality sports programs.
- Collecting volunteer information, availability and skills and maintain an updated database.
- Support the hosting of and participation in quality competitions and events.
- Liaising with our community partners in order to maintain a strong working relationship and to access additional athlete and coach development and competitive opportunities.
- Administrative duties including, but not limited to facilities bookings, social media content development, and data base management.

Qualifications:

- Between the ages of 18 – 30 years as of April 15, 2026
- Must have access to transportation and be able to get around the city in a timely and efficient manor
- Excellent organizational and time management skills, and the ability to work both individually and with a team.
- Knowledge of individuals with a disability and sport implications.
- Proficiency with office computer equipment and software.
- Can work in a flexible working environment, working from home and in the office.
- Evening and weekend availability when necessary.

Special Olympics Alberta is dedicated to enriching the lives of Albertans with intellectual disabilities through sport. Our organization provides training and competition opportunities to more than 600 athletes through 42 sport programs throughout the year.

If you have a passion for sport and working with individuals with an intellectual disability, and are committed to excellence, please send your resume and cover letter in PDF form, by April 26th, 2026 to ashort@soalberta.ca. We wish to thank all applicants for their interest; however only those invited to interview will be contacted.

Special Olympics Alberta

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Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities