



Operations Coordinator

Based in Scarborough, Ringette Ontario (RO) is a not-for-profit provincial sport organization responsible for the governance, development and promotion of Ringette in Ontario. We serve over 70 associations, which represent over 12,000 members throughout the province. As a membership-based organization, we are growing our operational capacity, in order to increase the quality of support to our Associations and volunteers.

Ringette is well known for its strong team development on the ice and we take that same philosophy in the office. We work together as a team to get the job done, so if you are an individual who is passionate about amateur sport, a strong team player, and wants to be part of the Ringette Community, then this is the job for you!

Position Title:

Operations Coordinator

Overview:

Reporting to the Executive Director, the Operations Coordinator is responsible for providing operational & administrative support for the Ringette Ontario Team, including but not limited to:

Primary Areas of Responsibility:

- Administrative support for Executive Director as required/directed;
- Overall office operations including supplies and vendor relations;
- Operational support of RO events such as Annual General Meeting, Board Meetings, Committee Meetings, Provincials and other events as determined by the Executive Director;
- Working with the Technical Director on the organization and delivery of coaching & officiating clinics, Come Try Ringette programming and tracking/collecting of COC/PRC's injuries and events
- Working with the RO Team to ensure clear and effective delivery of communications to our membership and stakeholders;
- Working with the Marketing & Communications Coordinator at events, social media captures and event activations;
- Inventory control and resource order fulfillment
- Provide excellent customer service to our Members and Stakeholders;

Duties

- Working with the Executive Director:
 - Ringette Ontario resource inventory tracking and order fulfillment
 - Operational manual updates as required
 - Event planning and organization for the Ringette Ontario team including but not limited to; catering, accommodations and travel;
 - Expense form tracking for Ringette Ontario team and volunteers;
 - Communications and notices to memberships;
 - Vendor orders and tracking;

- Daily office operations.
- Working with the Technical Director:
 - Clinic Organization (Coaching/MED/PD)
 - Ringette Canada Coaching site basic approvals and updates
 - Come Try Ringette event registrations and feedback
 - COC/PRC collection and tracking for coaches and officials
 - Injury report collection and tracking
 - Provincials/High Performance events intent & payment tracking
- Working with Marketing & Communications Coordinator
 - Ringette Ontario apparel inventory and fulfillment;
 - Marketing & Social Media support at Ringette Ontario events:
 - Helping to operate the Ringette Ontario booth at events;
 - Capturing of social media footage;
 - Support on activations including games and contests at events;
 - Social media and website support as required.

Other Details:

- Must have a passion for amateur sport (Ringette knowledge is an asset!)
- Must have excellent written and verbal communication skills
- Must be able to problem solve and prioritize issues as they arise
- Must be self-motivated and able to work independently with minimal supervision
- Must have a University or College Degree in Sports Administration and/or Business Administration
- Must have experience with social media platforms and internet researching techniques
- Must be competent with MS Office and Adobe applications.
- Must have excellent time management skills and the ability to multi-task
- Must be legally eligible to work in Canada
- Must have a high commitment to customer service
- Knowledge and experience in Ontario's amateur sport system is an asset
- Knowledge of WordPress is an asset
- A valid Ontario driver's license is preferred
- A current Police Record Check is required
- Occasional travel and non-regular working hours (weekends and evenings as necessary as required)
- Bilingual is an asset

To apply for this position:

Please email your resume and cover letter in PDF format to Pamela Julian, Executive Director at executivedirector@ontario-ringette.com - no phone calls please.

We thank all applicants for their interest, however please note that only candidates selected for an interview will be contacted.

Please ensure that your cover letter and resume clearly outline how your skills and experience meet or exceed the job requirements.

Application Deadline: Friday, November 9, 2018

Type of Position: Full-time

Employment Type: Employee

Salary Range: \$38,000 - \$40,000 plus a comprehensive benefits package, an RRSP contribution matching program, and professional development opportunities.