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| Job title | Coordinator, Events (one-year term) |
| Reports to | Manager, Events and Officials |
| Direct Reports | None |

Job purpose

The Coordinator, Events is responsible for providing support to the Manager, Events and Officials with the execution of Skate Ontario Events. The responsibilities will include event planning, event execution, logistics planning and support. As a member of the events team, the Coordinator, Events will have a direct working relationship with local organizing committees and volunteers and is responsible for ensuring a best in class approach to the delivery of Skate Ontario events across the province.

Duties and responsibilities

- Execute event specific work plans and task lists
- Work to develop and optimize effective working relationships with host club volunteer committees and related sub-committees to ensure the effective execution of Skate Ontario events
- Provide support to the Skate Ontario event bid application process
- Develop and maintain event hosting tools and resources
- Assist with the administration of the event registration system
- Assist with equipment management for Skate Ontario events
- Assist with the creation of Skate Ontario event announcements

Qualifications and experience

Qualifications include:

- University or college degree in Sport Management or another relevant program
- Event planning, management and execution experience
- Experience working within a team environment
- Experience working cooperatively with volunteer committees

Skills and fit:

- Excellent verbal and written communication skills
- Excellent relationship building skills
- Excellent organizational skills
- Ability to foster strong relationships with event organizing committees across the province
- Ability to perform in a fast-paced, changeable environment
- Flexibility to deal with the changing needs of Skate Ontario and partner host clubs
- Ability to influence positive change
- Proficient in MS Office



Working conditions

- Frequent travel required
- Long hours at times to meet the requirements of the business which will include evenings and weekends
- Must have use of a vehicle and driver's licence

Please email resume and cover letter to:

Kelsey Bennett
Manager, Events and Officials
kbennett@skateontario.org

CLOSING DATE: **Sunday April 21, 2019**

Anticipated start date: **ASAP**

