



Job Title	Administrator, Events
Reports to	Coordinator, Events
Direct Reports	None
Term	Seasonal position 6 months

Job Purpose

The Administrator, Events is responsible for providing support to the Coordinator, Events with the execution of Skate Ontario Events. The responsibilities will include event coordination, event execution, logistics coordination and support. As a member of the events team, the Administrator, 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
- Support the administration of the event registration system
- Assist with equipment shipping logistics for Skate Ontario events
- Assist with the administration of event video services
- Develop and maintain event hosting tools and resources
- Support the execution of live streaming
- Provide support to the Skate Ontario event bid application process

Qualifications and Experience

Qualifications include:

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

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, fluid working environment
- Flexibility to deal with the changing needs of Skate Ontario
- Proficient in MS Office
- Knowledge of synchronized skating would be considered an asset
- Experience driving cargo vans would be considered an asset

Working Conditions

- Frequent travel required across Ontario
- Long hours at times to meet the requirements of the business which will include evenings and weekends
- Must have use of a vehicle and hold a valid driver's licence
- Hybrid model including corporate office, home office and on-site at competitions

Please email resume and cover letter to:

Kelsey Bennett
Director, Event Systems
kbennett@skateontario.org

CLOSING DATE: Friday, October 15, 2021

Anticipated start date: ASAP

