



Job title	Administrator, Event Support
Reports to	Manager, Events
Direct Reports	None
Term	Fixed Term – up to 6 months – expiring no later than May 30, 2026

Job purpose

The Administrator, Events is responsible for providing event specific administrative and logistical support for the events department. As a member of the events team, the Administrator, Events member will assist in ensuring a best-in-class approach to the delivery of Skate Ontario events across the province.

Duties and responsibilities

- Prepare, pack and transport equipment to select events
- Assist Coordinators, Events in completing event specific work plans and task lists
- Provide on site support at select events
- Utilize established metrics and tracking tools to help support event analysis
- Support the Manager, Events with day-to-day operations
- Other duties as required

Qualifications and experience

Qualifications include:

- A post-secondary degree or diploma in Office Administration or Event Management is an asset.
- Experience working within a team environment
- Experience working cooperatively with volunteer committees
- Proficiency in Office 365 applications
- Experience with coordinating and executing administrative support in an organization

Skills and fit:

- Excellent verbal and written communication skills
- Excellent relationship building skills
- Excellent organizational skills
- Ability to foster strong, positive relationships with event organizing committees across the province
- Ability to perform in a fast-paced, fluid working environment
- Proficiency in Office 365 applications
- Ability to influence positive change
- Experience driving full size van/pick-up is an asset
- A self-starter who is reliable and can work independently
- Background in figure skating is an asset



Working conditions

- Full- Time - Regular business hours – 6 Month Fixed Term
- Hybrid Model – Remote/Office based on the needs of the business
- Extended hours on evenings and weekends from time to time may be required to meet the needs of the business
- May be required to assist at events from time to time

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Hourly Wage : \$23-25 per hour

Please email resume and cover letter to:

Michelle Hunsley
Manager, Events
mhunsley@skateontario.org

CLOSING DATE: Friday, October 10, 2025

Anticipated start date: November 3, 2025