



## Summer Employment Opportunity - Programs & Events Officer -

### About Squash Canada

Founded in 1913, Squash Canada is a non-profit, national sport association responsible for the development of athletes, coaches and officials and sets the standards for Canadian Squash. Squash Canada is a proud member of the Pan-American and World Squash Federations and participates in the Pan-American Championships, Commonwealth & Pan-Am Games as well as World Championships at the junior and senior level. Each year Squash Canada hosts nine national championships across the country and works with its provincial and territorial partners to promote the growth and development of squash across the country.

### Position Overview

Reporting to the Programs Manager, the Programs and Event Officer provides coordinative and administrative support to the organization's program and events.

### Responsibilities

1. Provide research and documentation support to the organization's revisions to its national and international event hosting strategy, event hosting guidelines, bid processes and documents;
2. Assist in the organization's planning and launch of its Safe Sport & Screening Policy and adoption of the Responsible Coaching Movement;
3. Provide administrative and training services in support of the implementation of a new national software system for membership, competition and rankings management;
4. Assist with the administration of sport development programs: Coaching, Officiating, Player Development, and Sport for Life portfolios, and other initiatives to grow participation of the sport of squash;
5. Provide coordinative and logistical support and on-site execution for the Annual General Meeting.
6. Develop and edit content for the organization's web page, digital platforms and communications
7. Assist with the planning and execution of the Road to Podium fundraising campaign, and other funds development initiatives;

### Term/Compensation (start and end date negotiable)

- 5 days/week; 37.5 hours/week; \$14.25/hour
- Up to 15 weeks

### Working Conditions

- Based out of the organization's national office in Nepean (Ottawa), Ontario
- Some domestic travel may be required
- Occasional weekend and evening work may be required, largely around meetings and events

### Desired Qualifications

- [Required] Be enrolled full time in a college or university program and planning to return to school in the Fall of 2018 (is a Canada Summer Jobs employment grant condition);

- Completed or in-progress college or university studies in sport management, human kinetics, recreation & leisure studies, communications, event management or related field;
- Competent computer skills (in a Microsoft Office environment), ability to prepare quality documentation;
- Experience and ability to quickly learn web-based software platforms (i.e. registration system, database);
- Experience in managing sport programs and/or events, and/or in developing digital content would be an asset;
- Ability to work independently and in a team environment;

### **Application**

Apply in confidence via email with a cover letter and resume by **May 5, 2018** to [britany.gordon@squash.ca](mailto:britany.gordon@squash.ca).

We thank all applicants in advance for their interest in Squash Canada, however only those selected for an interview will be contacted.

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