



- Job Opportunity -

Events Coordinator

(1-Year Term Position with Possibility of Renewal)

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 Commonwealth & Pan-Am Games as well as World Championships at the junior and senior levels. 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

The **Events Coordinator** provides coordinative and administrative support to Squash Canada's events, marketing, national teams and athlete development programs. The position reports to the Director of Athlete Development and requires an integrated and collaborate approach with other professional staff, national coaches, volunteers, partners and host organizing committees.

JOB RESPONSIBILITIES

Events

- Assist with the planning and coordination of major events including the Canadian Open, Canadian Junior Open, Canadian Senior and Junior Championships and international events hosted by Squash Canada.
- Assist in building hosting applications and final reports for funding grants.
- Coordinate volunteer recruitment and training for events.
- Maintain guestlists and compile attendee confirmation lists.
- Coordinate event accreditation processes.
- Assist in the planning and execution of ticket and merchandise sales activities.
- Gather proofs for signage and printing needs.
- Research and obtain quotes from vendors and suppliers, coordinate orders.
- Prepare and distribute event details to appropriate participant groups in a timely manner.
- Provide on-site event management support services.

Marketing

- Contribute to event marketing and hosting strategies.
- Assist with development of sponsorship proposal presentations and compile research on partner prospects.
- Assist with evaluation, analytics and reporting for existing sponsors.

- Correspond with partners on agreement deliverables, brand approvals, event invitations and various partner programs.
- Assist with donor donations for the organization's causes.

National Teams

- Coordinate athlete records, including Athlete Agreements, medical information, size charts, test results, player profiles and images.
- Coordinate national team uniform ordering and distribution.
- Administer athlete funding system, including processing of claims and support for Sport Canada carding nominations.
- Coordinate athlete insurance services.
- Provide support for athlete/team entry to Major Games and international competitions, and related travel and accommodation arrangements.
- Coordinate logistics for training camps, clinics, tours and development competitions.
- Coordinate coach/contractor agreements and monitor compliance, such as screening and certification requirements.
- Assists with various team selection criteria and policies.
- Coordinate compliance and educational requirements of the anti-doping and safe sport programs.
- Provide administrative support to the Director of Athlete Development, and to the High Performance and Junior Committees.

Athlete Pathway Programming

- Provide administrative support to athlete skill and fitness testing protocols and results database management.
- Assists with coordination and monitoring of regional training centres.
- Provide support for development and implementation of athlete pathway programming.
- Assist with National Resource Hub (procuring and cataloguing content).

Communications

- Prepare national team/athlete content for newsletter, web and social media.
- Assist with news story content development, athlete interviews, media filings to help promote events and athletes.
- Assist with digital broadcast planning for events

Other

- Other duties as may be required

KEY WORKING RELATIONSHIPS:

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| • Athletes | • Committees / Volunteers |
| • Coaches | • Contractors/Suppliers |
| • Partners/Benefactors | • Member Provincial/Territorial Organizations |
| • Host organizing committees | |

WORKING CONDITIONS:

- Position will be based out of the national office in Toronto, however a remote work environment may be considered with regular visits to the national office as may be required.
- One-year term position, full time (40 hours per week). As a professional position, overtime will not be paid however, time off in lieu of hours worked will be available.
- Some domestic travel is required in this position.
- Event management requires long hours over successive days.
- Occasional weekend and evening work will be required, largely around meetings and events.
- Some lifting of boxes, shipments, displays of less than 50 pounds is required
- As a condition of employment, and in order to ensure the health and safety of Squash Canada's employees and clients, a successful applicant will be expected and agrees to confirm and provide proof of vaccination from COVID-19. This condition of employment is subject to any accommodation requirements as may be required by human rights legislation, including for religious needs, disability or any other protected ground under human rights legislation.
- The successful candidate will also be required to undergo an Enhanced Police Record Check and/or vulnerable sector check, safe sport training and other screening requirements.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

- Post-secondary education in sport management, physical education, kinesiology, or recreation administration, or a strong combination of relevant training and experience
- A minimum of two years related experience in events and/or marketing coordination.
- Experience in coordinating travel and accommodation logistics
- Excellent written and oral communication skills in English, skills in French would be an asset
- Knowledge of traditional and digital marketing, content marketing, and social media marketing
- Strong time management, organization and analytical skills, ability to multi-task
- Knowledge and understanding of competitive squash not required but may be considered an asset
- High attention to detail and organizational skills
- Proficient computer skills in a Microsoft Office environment
- Adobe Design Suite skills are considered a strong asset
- Satisfactory Criminal Records check and Vulnerable Sector screening will be required.

COMPENSATION & BENEFITS

Compensation is commensurate with experience and qualifications within a range of \$40,000 to \$45,000. A comprehensive benefits plan is on offer to the successful candidate.

APPLICATION PROCESS

Qualified applicants should send a resume and cover letter outlining their salary expectations, experience and why they are suited for this position to jamie.nicholls@squash.ca, subject Events & Marketing Coordinator Position. **Applications will be accepted up January 8th, 2022.**

Squash Canada 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.