



- Job Opportunity -

Programs and Communications 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 **Programs and Communications Coordinator** provides coordinative and administrative support to a cross section of Squash Canada's inclusivity, diversity, equity, safe sport, sport and membership development programs, events and communications. The position reports to the Director of Sport Development and requires an integrated and collaborate approach with other professional staff, volunteers, host organizing committees and provincial/territorial partners.

Events Coordination

- Support the Director of Sport Development with championship registrations, seeding, draws, scheduling and results management for designated championships (Canadian Masters Teams, Canadian Men's and Women's Teams, Canadian University and College, Canadian Doubles and Canadian Mixed Doubles events) using the association's software platform (Club Locker).
- Create, maintain, and update all national and international event webpages on Club Locker.
- Serve as one of the organization's principal Club Locker experts and administrators, liaising with Club Locker for required software fixes and enhanced functionality, training and support of other Canadian users as may be required.

Communications

- Oversee content for the organization's website.
- Oversee the organization's social media platforms: Facebook, Twitter, Instagram, and YouTube
- Prepare news releases and manage media relation activities.
- Assist in servicing and activating Squash Canada partners.
- Coordinate the organization's Awards and Hall of Fame programs.
- Oversee the monthly eNews development and distribution

Facility Development

- Coordinate the development and communication of squash facility development, retention and maintenance materials.

- Create facility advisory capacity to assist community groups with planning, pitching, managing, retaining, and/or maintaining squash facilities.

Inclusion, Diversity, Equity and Accessibility (IDEA) Initiatives

- Assist with the development and implementation of the organization’s IDEA strategic plan, policies and initiatives.

Safe Sport

- Implementing Safe Sport requirements for individuals under Squash Canada authority
- Updating the Squash Canada screening tracker on a regular basis
- Assist with the development and implementation of information technologies for safe sport tracking
- Coordinate concussion education and monitoring

Membership Services

- Assist with the development and implementation of membership development and retention strategies in collaboration with provincial/territorial squash associations.
- Develop promotional materials and campaigns.
- Develop and populate resources in a Promo Toolkit for provincial/territorial association and club use.
- Organize ‘How to market Squash’ educational opportunities for club, facility and coach leaders.

Player Development Programs

- Assist with the implementation of the organization’s Long-Term Development (LTD) model as the framework around which Squash Canada aligns its programs, competition structures and athlete pathways.
- In collaboration with the Director of Athlete Development, oversee implementation of national athlete pathway programming at the Active Start, FUNdamentals, Learn to Train and Sport for Life stages of LTD.

Coaching Program

- Act as a member of editorial panel for the Coaching e-newsletter and oversee distribution
- Assist with editing coaching materials as required

Officiating Program

- Act as member of editorial panel for the Officiating e-newsletter and oversee distribution.
- Assist with Official’s clothing program and tracking distribution

Other

- Other duties as may be required

KEY WORKING RELATIONSHIPS:

- | | |
|---|----------------------------------|
| • Internal Squash Canada Board and Staff | • Host organizing committees |
| • Member Provincial/Territorial Organizations | • Committees/Volunteers |
| • Coach Developers | • Officials |
| • Coaches | • Contractors/Suppliers |
| • Athletes | • Coaching Association of Canada |
| | • Canada Games Council |

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.
- 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 program coordination, events and/or athlete and coach services
- Excellent written and oral communication skills in English, skills in French would be an asset
- Demonstrated experience and commitment to customer service
- Ability to work within established deadlines with attention to detail and accuracy, while contributing to a team environment.
- Strong time management, organization and analytical skills, ability to multi-task
- Knowledge and technical understanding of competitive squash not required but may be considered an asset
- Proficient computer skills in a Microsoft Office environment

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 geoff.johnson@squash.ca, subject Program Coordinator Position. **Applications will be accepted up to January 8, 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.