



- Job Opportunity -

Administrative Assistant

Part Time 6-month 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 **Administrative Assistant** provides 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 CEO and requires an integrated and collaborate approach with other professional staff, volunteers, host organizing committees and provincial/territorial partners.

Tasks may include but not limited to:

- Assist with office administration, which may include mail management, office supplies, scanning historical documents, etc.
- Assist with finance administration, which may include monthly account coding, bank deposits, scanning and tracking invoices, etc.
- Assist with the Community Sport for All Initiative Grant, which may include reviewing applications, recipient follow-up, community and participant evaluation surveys, final reports, etc.;
- Assist with the implementation of Squash Canada's compliance tracking (Sideline Learning);
- Assist with the implementation of the Squash Canada IDEA (Inclusivity, Diversity, Equity & Accessibility) Strategic Plan;
- Assist with Communications, which may include website management, creating social media content, drafting press releases and articles, graphic development, developing communication plans, maintaining Constant Contact email distribution lists, etc.;
- Assist with Events Coordination, which may include registrations, seeding, draws, scheduling and results management for designated championships;
- Assist with the research and development of promotional materials and resources for the Promo Toolkit for Provincial/Territorial association and Club/Facility use;
- Assist with transitioning key documents from Word files to electronic means (ie. DocuSign);
- Other duties as may be required.

KEY WORKING RELATIONSHIPS:

- Internal Squash Canada Board and Staff
- Member Provincial/Territorial Organizations
- Coach Developers
- Coaches
- Athletes
- Host organizing committees
- Committees/Volunteers
- Officials
- Contractors/Suppliers
- 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.
- Part Time 6-month Term Position with Possibility of Renewal (15-20 hours per week as required).
- Occasional weekend and evening work may 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 an Administrative related position would be an asset;
- 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 would be an asset;
- Proficient computer skills in a Microsoft Office environment.

COMPENSATION

\$18 to \$25 per hour commensurate with experience, benefits not provided.

APPLICATION PROCESS

Qualified applicants should send a resume and cover letter outlining their experience and why they are suited for this position to geoff.johnson@squash.ca, subject Administrative Assistant position.

Applications will be accepted up to Friday February 10, 2023.

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.