



JOB POSTING

Position: Communications & Administrative Assistant

Type of Position: Full Time Seasonal

Employment Dates: June 21st to August 27th, 2021 (Proposed – 10-week Contract)

Ontario Sailing is a not-for-profit, volunteer organization committed to the promotion and development of all aspects of boating and sailing. Ontario Sailing consists of over 200 member clubs, sailing schools, camps, charters & affiliates who represent over 10,000 member families. Ontario Sailing is the recognized provincial sport governing body responsible for sailing within the province of Ontario, and a member of Sail Canada, the national governing body. This is a responsibility we take seriously! We also take our role as an employer seriously, offering a range of benefits to our staff team.

This position requires a commitment to Ontario Sailing's mission and values. Given the nature of the position, managing confidential information, all offers of employment may be subject to the provision that the successful incumbent provides Ontario Sailing with a current and satisfactory Criminal Record Check at the time of hire.

Nature & Scope

Ontario Sailing is seeking a Communications Officer to support our team. Individuals in this role will have hands on responsibility for providing support to our diverse communications. This will include tasks such as social media content creation, newsletter article drafting, editing and proofing as well as supporting the development of a new website with content review. This position will require a professional team player with excellent attention to detail, creativity and communication skills.

Responsibilities

- Consistently execute social media activity for Ontario Sailing, promoting our programs and services, as well as sailing as a sport for all to try. Monitor social media platforms to acknowledge and respond to engagement.
- Write content for newsletters, website and other communication forms. Proofread and edit content from team members.
- Work on website development with outside contractor as second set of eyes for proofing and overall flow of site focusing on visual appearance and functionality.
- Create professional and appropriate visuals for promotion of events and activities for use year-round.
- Work productively with other staff to create content and ensure communications are taking place in a professional and timely manner.
- Managing photo & video library to organize and create useful tools for future social media content
- Supporting the organization with maintaining accurate data and the ability to generate reports and update staff on KPI's.

- Enthusiastically and professionally communicate effectively with a wide range of people representing Ontario Sailing throughout the province.
- Maintain polite and professional communication effectively with a wide range of people representing Ontario Sailing throughout the province via phone, email, and mail.

Qualifications

- Pursuing a post-secondary education in a related program
- Experience with communication, proof reading and communication technology
- Excellent computer skills, especially with Microsoft Office and online tools.
- Strong written and verbal communication skills, as well as excellent interpersonal skills
- Strong experience and knowledge of websites and social media
- Sailing or other sport system knowledge considered an asset

Competencies for Success

Commitment to Service Excellence – Deliberately identifies and creates opportunities to enhance every individual’s experience demonstrating concern for satisfying one’s external and internal customers.

Initiative – Does the right thing at the right time without being asked.

Communication Excellence – The ability to express oneself clearly, concisely and professionally in conversations, interactions with others and business writing.

Teamwork – Actively builds teams and encourages open relationships for maximum organizational effectiveness.

Thoroughness - Ensuring that one’s work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.

Time Management – Demonstrates ability to get things done effectively and efficiently, which means the right things done at the right time, with the appropriate amount of time spent on them.

Other Requirements and Conditions

Due to government funding restrictions, this position is available only to individuals who are between the ages of 15 – 30 at the start of the employment; are a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; has a valid Social Insurance Number; and is legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Currently, due to COVID restrictions and recommendations, the staff team is working remotely from home. We hope to be able to work inside the office for portions of the summer but will be based on public health recommendations at that time. While working from home we ask the successful candidate to have access to suitable technology.

If you are interested in the opportunity to be considered to join our team, please submit your letter of application and resume by **Noon Monday May 17th 2021** to:

Lisa Roddie
lisa@ontariosailing.ca

We thank all applicants, however only those considered for an interview will be contacted. Please note all interviewees will be asked to provide references at their interview.

ACCESSIBILITY

We are an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact Ontario Sailing directly at 1-888-672-7245 or info@ontariosailing.ca.