





 111-60 Scarsdale Rd.
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EMPLOYMENT OPPORTUNITY ASHBRIDGES BAY BEACH VOLLEYBALL SOCIAL COORDINATOR

Contract Term: May 1, 2019 to August 29, 2019

Supervisor's Title: Marketing & Communications Manager

Position Level: Summer Contract (30 hours per week)

Wages: \$16 hour

Location: Split between OVA office (60 Scarsdale Rd, Toronto) and Woodbine Beach, Toronto

Schedule: Office hours are flexible, but incumbent should be prepared to work various week nights (approximately 5:00pm-9:00pm, 3 times per week)

Posting Date: Wednesday, February 20, 2019

Application Deadline: Friday, March 25, 2019

Ontario Volleyball Association

The Ontario Volleyball Association (OVA) is a non-profit member-based provincial sports organization where dedicated volunteers and professional staff provide leadership in the growth and development of indoor and beach volleyball for all Ontarians.

It is our vision to be recognized as a leading sport organization in Canada. To that end, the OVA works with its partners to support athletes through excellent customer service and by offering inclusive programming on a foundation of physical literacy for all ages and abilities. The OVA will provide athletes with quality opportunities for meaningful competition and will support coaches and officials with professional development opportunities.

JOB SUMMARY

Under the direction of the Manager of Marketing and Communications and the Manager of Beach Programs, the Social Coordinator will be responsible for customer engagement and league enhancements for Ashbridges Bay Beach Volleyball (ABBV). In addition, the Social Coordinator will assist with promotions, marketing and communications, and social media. The incumbent should be able and willing to use their own computer and smartphone to complete required tasks, but related data charges and expenses will be covered. Additional equipment may be provided at the OVA's discretion.

PRINCIPLE ACCOUNTABILITIES

- Produce and manage online content, including website and social media channels
- Increase social media followers and website traffic utilizing appropriately branded content
- Attend league nights to produce engaging digital content that targets league goers
- Develop and implement strategies for increasing league exposure and improving registration and retention of participants
- Actively engage participants online and in-person with meaningful surveys, contests/prizing and other creative methods designed to encourage feedback, retention and brand loyalty
- Run promotional campaigns and contests
- Compose articles, produce and edit video, design graphics, signage and other marketing material
- Act as an ambassador for the OVA and ABBV
- Other duties as assigned

REQUIRED SKILLS & QUALIFICATIONS

- Working toward a degree or diploma in sport and event marketing, public relations, communications, digital media marketing or similar equivalent
- Exceptional interpersonal skills, engaging and outgoing personality
- Creative and innovative thinker/doer
- Customer service oriented
- Experience with graphic design, corporate social media and digital media production
- Proficient using creative software like the Adobe Suite
- Strong organizational and time management skills
- Team player who is able to work independently and take direction
- Love of sport and recreation

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Values:

Accountable: by acting in a fiscally responsible and transparent manner with OVA funds, governance and operations promoting practices that contribute to safe sporting environments.

Excellence: by designing and delivering the best possible programs and services for all OVA stakeholders.

Collaborative: by respectfully working in partnership with key stakeholders locally, provincially and nationally including government, funding partners, clubs, national organizations, para organizations, volunteers, athletes, families, coaches, administrators, officials, service providers, sponsors through ongoing feedback and input from stakeholders.

Intentional: by developing programs that are based on clear strategic objectives in order to achieve high quality meaningful and relevant desired outcomes.

Sustainable: by building organizational capacity, partnerships, innovative funding, sharing and economizing of resources to achieve the strategic objectives and sport mandate.

Integrity & Respect: by interacting with all our stakeholders by fostering trust in all our relationships as consistently demonstrated by our actions and promoting inclusivity for all Ontarians in fair manner.

TO APPLY

Interested applicants should send the following to Lindsay Bax, Manager of Marketing and Communications (lbax@ontariovolleyball.org) by Monday, March 25, 2019:

- Resume and cover letter
- Relevant work samples or portfolio
- Professional reference
- Subject line should be addressed: Summer Coordinator, Last Name, First Name
(eg: Summer Coordinator, Smith, Taylor)

The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible by all and will make all reasonable accommodations for job applicants with disabilities in order to support their full participation in our recruitment process.

Thank-you, for your application but only potential candidates will be contacted for an interview.