

Summer Administrative Assistant

Field Hockey Ontario (FHO) is looking for a hardworking and committed student to assist in a number of upcoming events, including May Meltdown 2020, the 2020 National Championships, 2020 Ontario Summer Games. The Summer Administrative Assistant will report to the Administrative and Event Coordinator and will be expected to contribute during the planning, set-up, and running of the events, but the main focus will be on administrative duties such as monitoring our registration system, corresponding with venues and teams, and scheduling.

Field Hockey Ontario is the provincial association that leads, grows and promotes outdoor and indoor field hockey in Ontario by engaging clubs, developing qualified coaches and officials, and supporting athletes at all developmental stages.

The position of Summer Administrative Assistant is a 10-week contract position with an expectation of 35 working hours per week. Successful candidates are required to have use of their own computer, phone and working space, in addition to transportation to and from meetings and events. Expenses related to the position will be reimbursed as per FHO policies.

Key responsibilities include:

- Assist the Administrative and Event Coordinator in communicating with venues, FHO members, coaches, teams and officials.
- Oversee FHO's registration portal and email account.
- Oversee FHO's social media accounts and maintain a regular upload schedule.
- Update FHO's website regularly to ensure accurate information and news posts are provided to members.
- Provide on-site support for set up and take down of events.

The Ideal Candidate:

- Is currently enrolled in or has completed a sport/event management post-secondary program or is interested in pursuing a career in sport management.
- Has event management experience.
- Has experience working in large sporting events.
- Enjoys sports and working as a team.
- Is highly organized and adaptable.
- Is available to work weekends and evenings during the events.
- Must be a resident of Ontario during the period of employment.
- Must be eligible to work in Canada and have a Social Insurance Number.

Submission of Applications:

The deadline for applications is Friday, March 20, 2020. Interested candidates are asked to forward a resume and cover letter detailing their suitability for the position by email to



**FIELD
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Kaitlyn Green, Administrative and Events Coordinator at events@fieldhockeyontario.com. Please include Summer Administrative Assistant in the subject line.

We thank all applicants for their interest and will contact only those candidates whose skills and experience best match the requirements of the position. All applications will be treated in strict confidence. FHO is an equal opportunity employer.