



FIELD HOCKEY ONTARIO
Box# 80030
Appleby Line, Burlington, ON
L7L 6B1

tel: 1 (877) 605-0855
info@fieldhockeyontario.com

Admin & Events Coordinator Job Description

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. At Field Hockey Ontario (FHO), we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our players, coaches, officials, members, and our sporting community at large. FHO is proud to be an equal opportunity organization starting with the board, employees, volunteers and committee members. We are committed to creating an inclusive and diverse work environment where all individuals feel safe and welcome. 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. FHO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Position Overview

FHO is seeking an organized and dedicated **part-time employee (30 hours / week)** that has a passion for sport, working with community stakeholders, and organizing and running events. The candidate will report to the FHO Executive Director under strategic guidance from the Board of Directors. This position will entail working remotely and on site at FHO programming and events. This position as the opportunity to grow into a full-time employment in the near future.

Responsibilities

- Work with the Executive Director to maintain FHO's administrative capacity including but not limited to: FHO and club insurance, membership databases, club and member communications, and email and Drive management.
- Work with the Executive Director to coordinate hiring and supervising of student interns and contract staff.
- Coordinate the planning and execution of FHO events (i.e., May Meltdown, June Jamboree, Team Ontario Day, etc.). Creating relationships with municipalities around the province to showcase field hockey in their local areas.
- Support FHO Club development and priorities.
- Assist in coordinating Officiating and Coach training in conjunction with FHO and Clubs.
- Provide thorough documentation of project developments (i.e., tracking and reports) and complete detailed post event reporting as required.
- Oversee the coordination and scheduling of social media and communications for FHO, working with FHO Clubs as needed to share community updates,
- Help coordinate Field Hockey Canada and FHO Next Generation priorities and ensure communication with clubs.

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- Ensure Safe Sport, Responsible Coaching Movement policies and protocols are current and shared with all FHO clubs.
- Travel is required to facilitate programming within Ontario (primarily in Greater Toronto Area).
- Other duties as assigned by the Executive Director.

Requirements

- Undergraduate degree / College diploma or equivalent experience in sport management, sport administration, recreation, business or a related discipline.
- Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, athletes, volunteers, suppliers, and the public in a pleasant and professional manner.
- Demonstrated experience in customer service and event planning / execution.
- Knowledge of Microsoft Office is required.
- The ability to work independently and in a team, demonstrating good judgment in a fast-paced environment.
- Strong organizational and time management skills with the ability to set priorities, multitask, and meet deadlines.
- Must be able to work extended hours in the days and weeks leading up to events.
- Have access to a computer, office, and Microsoft Office Applications.
- Valid Canadian Driver's License and access to transportation / own vehicle.

Assets

- Familiarity with Google Drive, Zoom, and PowerUp Sports
- Knowledge of field hockey (not a requirement, but an asset) and sport programming.
- Knowledge of NCCP Certification, Sport for Life, Respect in Sport and Responsible Coaching Movement
- Expertise with Instagram, Facebook, LinkedIn, and Twitter
- Background in accounting or business administration.

Submission of Applications:

The deadline for applications is **Wednesday, April 21st by 12 noon.** Interested candidates are asked to forward a resume and cover letter detailing their suitability for the position by email to Shauna Bookal at executivedirector@fieldhockeyontario.com. Please include Admin & Events Coordinator Position 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.

