



Onside Athletics is a non-profit organization committed to connecting churches and communities through sport. Onside Athletics values faith, family, leadership, excellence, and generosity. Our vision is to grow to serve churches and communities across Ontario (and one day Canada). Onside Athletics operates two divisions 1) recreational sports leagues and 2) summer camps for children and youth. Our leagues provide churches with the opportunity to connect to their community, while camps provide leadership, discipleship and employment opportunities for students. Onside Athletics is committed to ensuring that all involved (volunteers, participants and staff) grow spiritually, mentally, physically, and socially.

Position: Executive Assistant and Special Events Coordinator
Accountable to: Executive Director
Employment Status: May to August (20 hours a week); September to April (10 Hours a week)
Location: Ability to work and/or travel to Guelph, ON
Remuneration: \$15.00hr - \$17.00hr. Pay to be determined based on qualifications.
Deadline to apply: Friday, June 30, 2017

Job Purpose:

1. To support the Executive Director and Human Resource Coordinator in managing communication platforms and scheduling.
2. To connect and recruit uniform donors.
3. To lead and develop an annual fundraising banquet in cooperation with the external affairs committee.

Key Job Functions:

Personnel

- Respond in a timely and professional manner to the Director's emails, Onside general emails, social media messages and phone calls.
- Protect all confidential information of the players, campers, staff, sponsors and parents.
- Manage the schedule of the Executive Director and Human Resource Coordinator.

Fundraising/Special Events

- Seek out and contact uniform sponsors.
- In cooperation with the external affairs committee, plan, develop and launch an annual fundraising banquet.

Other

- Participate in staff meetings
- May at times be expected to fulfill other responsibilities throughout employment.

onsideathletics.ca

(519) 546 - 8765 | info@onsideathletics.ca



Requirements:

We are looking for a candidate who has a passion for ministry, a love for the Christian Faith and a desire to serve others with the following necessary qualifications and skills. The position requires the ability to have a flexible work schedule, meet fundraising goals and work independently and remotely.

Experience:

- Experience working in an office setting.
- Experience in fundraising.
- Experience in organizing and overseeing fundraising events (i.e. banquets).
- Proficient in working with Microsoft Word, Excel and Powerpoint.
- Proficient in working with Google Suite platform (i.e. Drive, Mail, Calendar, etc).
- Proficient in working with Facebook, Twitter, Instagram and other social media platforms.
- Experience and understanding of WordPress would be an asset.

Education:

- Education in the areas of office administration and/or event planning.

Personal:

- Flexible and able to manage time.
- Planning, organizing and administrative skills.
- Excellent communication skills.
- Ability to take initiative.
- Ability to work independently and on a team.
- The ability to sign and agree to our Statement of Faith. To read visit: onsideathletics.ca/statement-of-faith.

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Please forward all resumes and inquiries to staffing@onsideathletics.ca.

We thank all those who will apply, but only those chosen for an interview will be contacted.

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