



December 5, 2019

Job Posting – Ontario Amateur Softball Association (OASA) Program Coordinator

The OASA is the Provincial Sport Organization responsible for oversight and governing the sport of male softball in the province. The OASA's goal is to promote and develop the sport of softball for its Athletes, Coaches, Officials, and Volunteers by providing programs and services for all levels of competition.

The OASA Program Coordinator position is ideal for a person who has a minimum of 2-3 years of experience in an administrative environment or related field of study. We are looking for a proactively engaged self-starter with the ability to thrive in a small office environment, and is an enthusiastic team member with a positive collaborative approach. This full-time position is a key role within our organization that will primarily support our activities. The position will also be involved in support of the other Program Coordinators, the OASA and Softball Ontario Board of Directors and committee's to ensure that all aspects of softball programming in the province are delivered in an optimal manner. The role will provide an excellent opportunity to influence the success of the organization.

Responsibilities will include but not be limited to supporting the following programs and initiatives:

- Coaches Program (NCCP)
- CanPitch Program
- Umpires Program
- Volunteer Recognition
- Local Softball Associations / Softball in Schools
- Provincial / National / International Competitions (i.e. Ontario Summer Games, Canada Summer Games)
- Ontario Softball Summit / Annual General Meeting
- Strategic Planning / Operational Plans
- Governance (policies and procedures)
- Communications (website, social media, manuals)

The successful candidate will be involved in some or all of the following activities:

- Develop and deliver programs, special projects and communications content
- Coordinate registration and delivery of clinics, webinars, meetings and special events
- Actively participate in weekly, monthly, quarterly meetings / conference calls
- Provide administrative and reporting support
- Website maintenance and social media monitoring
- Liaise with league executives, team coaches / managers, players, umpires
- Liaise with Softball Canada staff, other Provincial Softball Organizations, Provincial / National Sport Organizations, Ministry Officials, Coaching Association of Canada and other sport organizations
- Liaise and support OASA and Softball Ontario Committee Chairs and members
- Review and maintenance of OASA and Softball Ontario governance documents
- Provide support in the development of Ministry funding applications as required



Qualifications:

University Degree or College Diploma in Administration or related field with relative experience

Skills:

- Commitment to delivering high standards of customer service
- Exceptional work ethic, enjoy working in a team environment with the ability to work independently
- Ability to coordinate programs to ensure proper administration, organization and delivery
- Experience working with a variety of stakeholders
- Strong written and verbal communication; telephone, email and in-person
- Ability to set and manage priorities and deliver on time
- Ability to manage budgets
- Must have driver's license and a vehicle
- Advanced computer skills: MS Word, Excel, PowerPoint, Access, Outlook
- Ability to work evenings and weekends as needed, in addition to traditional business hours (flex time schedule)
- An understanding of the game of softball is considered an asset
- Communications and marketing background is considered an asset
- Good knowledge of QuickBooks is considered an asset

Please submit your cover letter and resume to:

Dave Northern, OASA President at dave.northern1@gmail.com and kindly include "OASA Program Coordinator" and your name in the subject line of your application.

Application Deadline:

December 20, 2019 at 11:59 pm

Compensation:

We will be offering a competitive salary with benefits.

Thank you to all applicants, however, only the successful applicants will be contacted for an interview.