



Job Posting: Office Coordinator

The CANUSA Games is an annual amateur athletics competition between the sister cities of Hamilton, Ontario and Flint, Michigan. Established in 1958 through the joint efforts of the Canadian and USA Amateur Athletic Unions, the Games attract over 1,000 athletes and volunteers who participate in 15 sporting areas.

99% of the Hamilton organization is comprised of volunteers. CANUSA is governed by a volunteer Board of Directors.

The Office Coordinator reports to an appointed Board liaison, and to the Board of Directors. The Office Coordinator will be responsible for general office administration and event planning for the CANUSA Games. The Office Coordinator will work closely with the Board of Directors, Sport Area Coordinators, Hamilton Culture & Recreation liaisons, and Flint organizers.

Responsibilities include:

- Assists the Board in the planning, running, and staffing of key fundraising events (i.e., golf tournament, bingo)
- Provides administrative support to the Board and Sport Area Coordinators which includes tasks such as meeting preparation, correspondence, reporting, mail pick-up, facility bookings, forms, manuals, border manifests, social media, website, online registration site, and some financials (i.e., bank deposits)
- Assists in executing the marketing plan, including materials for local media and schools (i.e., media releases, media events/conference, presents at school information sessions)
- During the off-season (September to April), proactively works on existing grants by ensuring all deliverables are met and progress/final reports are completed), identifies new funding/donation/partnership opportunities available through research and the preparation of grant applications, and refreshes CANUSA's annual sponsorship package
- Assists with updating the CANUSA website, online registration site, and social media as needed
- Responds to general inquiries from athletes, parents, volunteers, sponsors, and Flint CANUSA organizers
- Supervises and guides CANUSA seasonal student(s)/intern(s) to ensure tasks are completed
- May help organize and run targeted sport(s) activities for youth in the CANUSA off-season (September to April) to help increase CANUSA participation numbers
- Develops, implements, and maintains an effective ongoing communications plan with existing/new alumni, and all volunteers (Sport Area Coordinators, event volunteers, etc.)
- Performs other duties as assigned

The successful candidate should possess:

- Experience in office administration with very strong organizational and multi-tasking skills
- Outgoing self-starter with ability to work autonomously with minimal supervision
- Very strong people and communication skills, patience, diplomacy, flexibility, and experience working with a volunteer based non-profit organization
- Experience using online sites (i.e., website, registration) and social media
- Demonstrated knowledge of Excel (i.e., formulas/pivot tables), Word and PowerPoint
- A background in sport and knowledge of the Hamilton sporting community
- Valid passport

Work hours are full-time from April to August and part-time from September to March. Occasional evening or weekend work may be required (for board meetings, CANUSA week/weekend, bingo, etc.). Regular access to a vehicle is essential (gas will be reimbursed for approved tasks). Hourly wage \$20. Start date and work hours will be discussed during the interview.

If you are interested in this position, please email your resume to canusa@hamilton.ca.

Deadline for submission is Friday, January 26, 2024.