



JOB DESCRIPTION: PROGRAM ASSISTANT- ARCHERY CANADA

Title:	Program Assistant
Type of Position:	Full-Time - Term
Dates:	June 13 - August 12, 2022 (8 weeks) Possible extension to 10 weeks
Location:	Ottawa, Ontario
Reports to:	Executive Director

Archery Canada is the National Sport Organization responsible for the promotion and development of the sport of archery in a safe and ethical manner. Archery Canada supports the achievement of high performance excellence in archery in all categories and the development of a national archery infrastructure to promote archery participation across Canada in cooperation with the Provincial/Territorial Archery Associations.

POSITION OVERVIEW

The Program Assistant is responsible for providing support to the Executive Director and Program Manager in the management and implementation of domestic events, and sport development programs at Archery Canada. The Program Assistant will have the opportunity to gain valuable, practical experience within a Canadian National Sport Organization and to develop skills for a career in the field of sport management.

CORE RESPONSIBILITIES & PRIORITIES

- Assist with national team program logistics and administration
- Assist with the organization and participant communications for Archery Canada's summer domestic competitions
- Assist in the administration of coaching and judging education programs
- Assist in Sponsorship and Donor stewardship
- Assist in member relations and administration of the membership database
- Provide assistance in the areas of Website support, social media support, monthly newsletter preparations and preparation of other program communication needs
- Assist with the development of new program initiatives
- Provide support in committee meeting organization and scheduling, including the preparation of meeting notes when requested
- Assistance with Member Services & Administration Support
- Additional duties as assigned



Desired Qualifications & Skills

Eligibility & Experience

- This program is funded by the Canada Summer Job program. Eligible applicants must be between 15 and 30 years of age; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and a resident of Ontario.
- Enrollment in a business marketing, communications or sport management program considered an asset
- Experience in program coordination or event management.

Key Competencies

- Ability to work in both Canadian Official Languages is an asset
- Working knowledge of the Canadian Sport System.
- Knowledge of Archery an Asset
- Strong organizational and time management skills with ability to establish priorities and work under tight timelines.
- Familiar with online software tools: Canva, Mailchimp, Survey Monkey, Asana
- Collaborative, with experience working with volunteers and committees.
- Proficient computer knowledge in G Suite and MS Office applications.
- Demonstrated strong interpersonal and communications skills.

COMPENSATION \$16.00 per hour

HOW TO APPLY

Application deadline: May 27, 2022

Interested candidates can submit their resume and cover letter via email to Karl Balisch, Executive Director at kbalisch@archerycanada.ca

We appreciate the interest of all applicants however only those candidates selected for an interview will be contacted.

To be considered for this position, all applicants must be currently enrolled in a program approved by a university or college and require the internship for academic credit needed to graduate.