

Canada Student Summer Jobs Initiative
Administration Officer – World Junior Badminton Championships 2018
BADMINTON ONTARIO Location: Toronto

Summary of the role:

As the Sport Administration Officer, you'll help to ensure the smooth running of a sports organisation, which may range from reception work at the office to marketing or human resources at a major sports event. This role will focus on supporting the Local Organizing Committee (LOC) in planning of the 2018 BWF World Junior Badminton Championships. Additional duties are likely to include promotion of the event, responding to users, fundraising, and possibly dealing with supply chain management. Sport has gained in political and social significance, with growing public awareness of its contribution to personal health, community development and the national economy. As a result, there is increasing demand for higher quality and more diverse provision, and staff are expected to possess a range of personal skills and attributes.

Sport Administration Officer Responsibilities:

- Carrying out administrative duties, using systems and processes relevant to the organisation
- Responding to enquiries and requests for information from other organisations and members of the public
- Ensuring administrative systems, processes and databases are efficient and well managed
- Administrative support to managerial staff, board members, and LOC members
- Organising meetings, training sessions, etc., and other relevant events
- Working with the Communications and Sport Marketing Officers to promote the 2018 BWF World Junior Badminton Championships
- Liaising with local sports councils, regional committees and national governing bodies
- Consulting with members, the community, and local sporting organisations
- Assisting Marketing Officer to coordinate or raising sponsorship
- Producing promotional literature, reports and event materials and liaising with marketing and media organisations
- Making presentations to grant-making bodies and/or relevant authorities
- Supporting colleagues to encourage and develop sport in the local, regional, national or international community
- Administration and logistical support, which includes but is not limited to:
- Assist in managing needs of participants through requests, travel plans, VISA requests, general inquiries about the 2018 BWF World Junior Badminton Championships
- Assist in maintaining managerial staff's calendar, travel, and accommodation arrangements

Desired Skills & Experiences:

- A strong interest in sport and an awareness of the issues affecting the sports sector
- Good IT and administrative skills and a high level of attention to detail
- A high degree of self-motivation and a drive for change and improvement
- An enthusiastic personality and resilience to deal with uncertainty
- The ability to build and maintain effective relationships and to communicate well with a variety of people
- Good planning, organising and time management skills are essential
- The ability to work well in a team, in a dynamic and customer-focused environment
- The ability to project a positive image of sport to people at all levels.



- The ability to work under pressure and to tight deadlines
- The ability to multitask and work across more than one project at a time
- An interest and understanding of the non-profit/sport sector and sport development

Salary, Work Term, and Conditions:

- Estimated 30 hrs per week over an eight week period (July & August)
- \$18 per hour
- Applicants must:
 - be between 15 and 30 years of age (inclusive) at the start of employment;
 - have been registered as a full-time student during the preceding academic year;
 - intend to return to school on a full-time basis during the next academic year;
 - be a student in a secondary, post-secondary, vocational or technical program;
 - be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
 - be legally entitled to work according to the relevant provincial / territorial legislation and regulations
 - Note that Foreign students are not eligible
- Primarily based out of the PSO office located at 3 Concorde Gate, Toronto ON, M3C 3N7
- Successful candidates may need to bring personal laptops to complete tasks

Please send a covering letter explaining why you think you best fit this job role along with your CV to the Badminton Ontario Executive Committee at executive.committee@badmintonontario.ca with subject line "CSJ Administration Officer Application"

Application deadline will be June 24, 2018 at 5:00 pm.

Thank you for your interest and application, however, only potential candidates will be contacted for an interview.

Visit www.badmintonontario.ca and www.wjc2018.ca for more information