



Administrative Assistant Intern Fall Student Position

Softball Ontario
Toronto, ON, CANADA

WHO WE ARE:

Softball Ontario is the recognized provincial sport governing body for softball in Ontario. Softball Ontario's role is to promote and develop the sport of Softball. In 1971, Softball Ontario was created, bringing together the three charter member associations (Ontario Amateur Softball Association, Provincial Women's Softball Association, Ontario Rural Softball Association) to form one provincial body to work for the betterment of softball in Ontario. In 1992, a fourth member association (Slo-Pitch Ontario Association) joined Softball Ontario to complete the softball picture in Ontario. At present, Softball Ontario is the developmental sector of the sport, by providing various technical programs for the player, coach, umpire and statistician; whereas the four member associations deal with the operational aspects of the sport through regional or zone and provincial championships.

WHAT WE DO:

Our volunteer-based, not for profit association has worked extensively over the years to develop many programs and services to assist players, coaches, league executives, umpires and convenors/directors with their local programs.

Administrative Assistant:

Reporting to the Office Administrator, this individual uses design creativity and hands-on skills to communicate, coordinate and facilitate the creation and maintenance of all Softball Ontario social media content and promotional materials and act as the subject matter expert on both creative and technical social media initiatives in a manner consistent with Softball Ontario's mission, vision and organizational goals. This individual is also tasked with assisting with the 2020 virtual AGM, developing creative workshops and working alongside our member associations. As well as, providing administration and reporting support.

PRINCIPAL DUTIES/RESPONSIBILITIES:

- To design, create and implement social media content
- Communicating creative, conceptual ideas, detailed design and design rationale both verbally and visually during brainstorm sessions
- Maintain and update all social media platforms and develop web content and/or graphics as appropriate, deciding how graphics and video will be digitally optimized and presented.
- Work with the Softball Ontario team to develop appropriate content that helps to further the access to information for our members
- Support office administrator and program coordinators
- Provide assistance in preparation for the upcoming season
- Support and promote Softball Ontario, its Mission and Programs.
- Ability to work from September-December, in the office.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Strong understanding of best practices for web communication, usability, accessibility and a passion for new digital media
- Strong organizational, problem-solving and analytical skills, project management and coordinating experience
- Ability to establish priorities, multi-task, prioritize time-sensitive issues and meet tight deadlines
- Advanced knowledge of Facebook, Instagram, Twitter, and other social media platforms
- Helpful, polite, friendly and energetic with an ability to effectively interact with all levels of personnel within the organization
- High level of initiative and common sense with strong organizational, problem-solving and analytical skills
- Ability to exercise discretion, handle sensitive and confidential matters in an appropriate manner
- Good written and verbal communication skills with exceptional attention to detail
- Ability to work independently and as part of a team
- Occasionally be required to lift objects up to 50lbs
- Knowledge of the sport of softball is a definite asset
- Access to a vehicle is recommended.

If you feel you are the right candidate for this position, we look forward to hearing from you.

Send a cover letter and a detailed resume to Kayla Carnegie (kcarnegie@softballontario.ca) by September 4, 2020.