



March 9, 2022

Job Posting – Provincial Women’s Softball Association (PWSA) Program Coordinator

The PWSA is the Provincial Sports Organization responsible for oversight and governing the sport of female softball in the province. The PWSA’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 Softball Ontario (PWSA) 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 other Program Coordinators, the PWSA and Softball Ontario Board of Directors and Softball Ontario committees 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 PWSA and Softball Ontario Committee Chairs and members
- Review and maintenance of PWSA 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 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:

Debbie Malisani, PWSA President at littlehands1@rogers.com and kindly include "PWSA Program Coordinator" and your name in the subject line of your application.

Application Deadline:

March 17, 2022 at 11:59 pm

Compensation:

We will be offering a competitive salary with benefits.

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

