



**May 23, 2023**

**Job Posting - Softball Ontario Administrative Assistant/Events Coordinator - Internship**

Softball Ontario is the governing body for the sport of softball in Ontario. Along with its four Member Associations (PWSA, OASA, ORSA, SPOA), Softball Ontario's goal is to promote, and develop the game of softball through our programs and services, and deliver a positive sport experience that results in a lifelong love for sport.

The Administrative Assistant/Events Coordinator Internship position is ideal for a student pursuing post secondary education or planning on pursuing an education in Sport Management 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 contract summer position will support the Softball Ontario office staff, as well as support Softball Ontario Member Associations at provincial events across Ontario. The role will provide an excellent opportunity to influence the success of the organization, as well as provide experience for the successful applicant in their educational endeavors.

**Responsibilities will include but not be limited to supporting the following programs and initiatives:**

- Administrative Tasks (inputting clinics, paperwork, insurance)
- Mailing/shipping clinic materials, rulebooks, and promotional materials
- Assisting with routine email & telephone inquiries
- Administrative support for the Softball Ontario office (generating / reconciling reports, inventory management)
- Monitoring/updating social media channels (Facebook, Instagram, Twitter)
- Maintenance / updating Softball Ontario website content
- Maintenance and updates of the Membership Registration System (MRS) for Softball Ontario and each of the Member Associations
- Assist with event planning/weekends at Member Association Tournaments and Events
- Providing on-site event support at select member association tournaments (OASA, PWSA, SPOA, ORSA)

**Qualifications:**

Currently Pursuing or Accepted into a Post Secondary Institute for Sport Management 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
- Strong written and verbal communication; telephone, email and in-person
- Ability to set and manage priorities and deliver on time
- Must have driver's license and a 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
- Event Management background is considered an asset
- Communications and marketing background is considered an asset

Please submit your cover letter and resume to:

Johnathan Baker, Executive Director at [executivedirector@softballontario.ca](mailto:executivedirector@softballontario.ca) and kindly include "Softball Ontario Administrative Assistant/Events Coordinator Internship Position" and your name in the subject line of your application.

Application Deadline:

June 6, 2023 at 5:00pm

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