

POSITION: Ontario Lacrosse Association (OLA) Events & Communications Coordinator

APPLICATION DEADLINE: January 24, 2024

REPORTS TO: Executive Director

EMPLOYMENT TYPE: Full-time including evenings and weekends; one-year contract with opportunity to extend

EMPLOYMENT LOCATION: Located in the Toronto area, with annual events throughout the province

OVERVIEW:

The Ontario Lacrosse Association (OLA) is the nationally-recognized organization for the administration of the sport of lacrosse in the province of Ontario, with a membership base of over 20,000 players, coaches, officials and volunteers. The position will support the communications and major events of the organization under the guidance of the Executive Director.

KNOWLEDGE & SKILLS:

- Strong understanding of OLA procedures, policies, and strategic direction
- Strong understanding of OLA leagues and club structures
- Strong understanding of website design and various software platforms, including but not limited to the dashboards of Squarespace, PhotoShelter, Dropbox, GameSheet Inc, Mailchimp, Adobe Creative Suite (Photoshop, Lightroom, Illustrator, InDesign, Premiere), Canva, Google Developer, Microsoft Office, and a variety of social media channels
- Strong understanding of the importance of sport brand image and official lines of professional, consistent and clear communication to members
- Strong understanding and connection to major events in the OLA, including but not limited to AGM, SAGM and provincial championship events
- Strong understanding of Ontario Lacrosse initiatives, including Ontario Lacrosse Festival, Ontario Lacrosse Magazine, Play Lacrosse and EPIC
- Ability to manage budgeted expenditures within the portfolio
- Excellent oral and written communication skills; strong critical-thinking skills and high attention to detail
- Strong interpersonal skills to interact with volunteers and various stakeholders
- Ability to work independently and take on initiatives under the framework of the OLA's strategic plan
- Ability to handle multiple tasks and prioritize appropriately to meet critical deadlines
- Ability to recognize noteworthy happenings and make editorial judgements that reflect lacrosse in a positive way
- Familiarity with both mobile phone and DSLR content
- Ability to work flexible hours including evenings and weekends as scheduled, with varying workloads during the contract period

QUALIFICATIONS:

- Graduation from a university/college program (preferred fields of study include communications, digital/social media marketing, public relations, business/sport management, or similar fields), or equivalent proven experience in a comparable Provincial Sports Organization role for not less than two years
- Demonstrated knowledge of software platforms via a submitted sample portfolio
- Demonstrated experience with oversight of and responsibility for large amateur sports events

COMPENSATION: Salary to be negotiated commensurate with experience. Position includes a laptop and expenses in accordance with organization policy.

ELIGIBILITY: Compliance with OLA policies and procedures, including information privacy policy, confidentiality policy, screening policy and other applicable requirements. Applicants must be legally entitled to work within Canada and possess a valid driver's license.

TO APPLY: Forward your cover letter, resume and sample portfolio (3-4 relevant examples) to the attention of hr@ontariolacrosse.com with the subject line "Events & Comms Position" no later than January 24, 2024.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.