

Ontario Fencing Association

Job Posting: Membership and Registration Consultant

Reporting to: The Board of Directors

Position Type: Contract

Salary Range: \$25 per hour

Job Location: Virtual. However, Preferably in the Greater Toronto Area

Application Deadline: 10 December 2021

Application Instructions: A resume and cover letter must be submitted in PDF format to secretary@fencingontario.ca

The Ontario Fencing Association is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The Ontario Fencing Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About the Ontario Fencing Association

The Ontario Fencing Association is the Provincial governing body for fencing and as such is mandated by the Government of Ontario through the Ministry of Heritage, Sport, Tourism and Culture Industries, to represent all aspects of the Sport of Fencing in Ontario.

Job Summary

The Membership and Registration Consultant will be responsible to ensure that members of the Ontario Fencing Association (OFA) receive outstanding service, including managing all aspects of the registration system of clubs, athletes, coaches, and events. The Membership and Registration Consultant will ensure programs and initiatives executed in a manner consistent with the mission, strategy and operating plans of the OFA. This position reports to the Board of Directors.

Duties and Responsibilities

Member registration

- Responsible for day to day administrative tasks of the OFA
- Maintains, updates and creates program and event registration processes and logistics
- Responsible for event sanctioning process and approvals as per OFA policy
- Ensures quick and accurate response time to all inquires
- Communicate with Canadian Fencing Federation as needed
- Act as organizational lead for the Insurance program, including addressing member inquiries about insurance coverage
- Provide leadership for maintaining coaches and officials annual membership registrations
- Supports OFA Board of Directors on activities and initiatives as assigned

- Supports administration and logistics of OFA independent contractors
- Prepared Monthly Report of activity for the Board of Directors.

Event Support (Tournaments, Ontario Winter Games, Ontario Provincial Championships, etc)

- Provide registration leadership for OFA sanctioned events, tournaments, training camps, etc. as required
- Create event registration processes, including event specific restrictions, correcting incomplete registration, processing payments
- Provide post event report as required

Fund Development

- Research fund development opportunities and present recommendations to the OFA Board of Directors
- Assist in preparing grant proposals as directed

Supporting Clubs

- Assist clubs in membership and registration process, when required.

Other

- Knowledge and adherence to OFA Policies and Procedures
- Miscellaneous projects as assigned

Experience Required

- Post-secondary education in a related field is an asset
- 1-3 years experience in Customer Service, Administration or related field is required
- General understanding of sport fencing, rules, regulations, etc. is an asset.
- General understanding of sport competition and event management is an asset

Required Competencies

- Strong communication skills, both verbal and written
- Excellent organizational and time management skills
- Excellent relationship building skills
- Basic understanding of fund development and grant applications
- Post-secondary studies in sport related and/or administration focused program is preferred
- Excellent communication skills, reading, writing in English. Basic comprehension of additional languages will be an asset.

Compensation

- This is an independent contractor position
- This position is based on an average of 10 hours per week, unless prior approval to exceed hours is approved by the OFA Board.
- Expenses are covered as per OFA expense policy, with prior approval from the board

Working Conditions

The Membership & Registration Consultant will require their own administrative space, with stable high-speed internet. They will be a relationship builder with a large and diverse group of member clubs, athletes, coaches, training centers, and administrators, and thus will need to devote consistent effort to effective communication. Travel and ability to work occasional evenings and weekends are requirements. Living in the Greater Toronto Area will be an asset.

Application Instructions

Applicants must be fluent in English, additional languages are an asset. Applicants must submit a resume and cover letter in PDF format to secretary@fencingontario.ca by 10 December 2021.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory Criminal Records Check with Vulnerable Sector Check (original document) completed in the last 3 months.