



Job Opportunity: Event Support Coordinator

Position Type: Contract- May 1- August 31

Location: Toronto

The Ontario Cycling Association (OCA) is the provincial sport organization governing the sport of cycling. Members are competitive and recreational cyclists between the ages of 5 and 80. We are seeking a candidate to work with current staff and organizers to provide administrative support to the new initiatives undertaken by the OCA.

The Event Support Coordinator reports to the Sport Coordinator.

Key Accountabilities:

- Act as the OCA representative at cycling events held on all days of the week, including Saturdays and Sundays, across Ontario
- Create and publish event reports
- Assist in event program coordination and execution, including; pre-registration, budgeting, liaising with event organizers and registrants, follow-up, and evaluation
- Assist in tracking, processing, and fulfilling information inquiries
- Collection of data, membership and program registration, and all client services such as answering the phone, faxing and photocopying services

Other Responsibilities:

- Assist full time staff when required
- Assist with planning special events and meetings

Key Attributes:

- Punctual
- Listens well to instruction
- Able to learn new technology and adapt quickly
- Self-motivated and accountable for results; takes action and ownership.
- Enjoys multi-tasking in a fast-paced environment with a proven ability to manage a broad workload.
- Superior organizational skills in planning and completing projects by agreed deadlines; high attention to detail and accuracy.
- Demonstrated member focus. Ability to anticipate member's needs and proactively search for solutions to ensure expectations are met or exceeded.
- Ability to draw from a repertoire of knowledge, skills, and resources to identify and evaluate issues and opportunities.
- Demonstrated interpersonal skills through working effectively and communicating with a variety of different audiences.
- Proficient computer skills; strong knowledge of Microsoft Office

Other Requirements:

- Access to an automobile
- Ability to operate under a flexible schedule, willingness to work weekends and taking time off during the regular work week