



 111-60 Scarsdale Rd.
Toronto, ON M3B 2R7
 info@ontariovolleyball.org
 1-800-372-1568

EMPLOYMENT OPPORTUNITY BEACH VOLLEYBALL SOCIAL COORDINATOR

Contract Term: May 4, 2020 to September 4, 2020

Supervisor's Title: Marketing & Business Development Manager

Position Level: Summer Contract (30 hours per week)

Wages: \$16 hour

Location: Split between OVA office (60 Scarsdale Rd, Toronto) and Woodbine Beach, Toronto

Schedule: Office hours are flexible, but incumbent should be prepared to work various weeknights and occasional weekend (approximately 5:00pm-9:00pm, 3-4 times per week)

Posting Date: Monday, March 2, 20120

Application Deadline: Monday, March 23, 2020

Ontario Volleyball Association

The Ontario Volleyball Association (OVA) is a non-profit member-based provincial sports organization where dedicated volunteers and professional staff provide leadership in the growth and development of indoor, beach and sitting volleyball for all Ontarians.

It is our vision to be recognized as a leading sport organization in Canada. To that end, the OVA works with its partners to support athletes through excellent customer service and by offering inclusive programming on a foundation of physical literacy for all ages and abilities. The OVA will provide athletes with quality opportunities for meaningful competition and will support coaches and officials with professional development opportunities.

JOB SUMMARY

Under the direction of the Manager of Marketing and Business Development and the Manager of Beach Programs, the Beach Volleyball Social Coordinator will have an outgoing and approachable personality and leverage those traits while being responsible for timely customer engagement and league enhancements for all Beach Volleyball programs administered by the OVA. In addition, the Social Coordinator will assist with promotions, marketing, communications and social media of the ABBV leagues. The incumbent should be able and willing to use their own computer and smartphone to complete required tasks, but related data charges and expenses will be covered. Additional equipment may be provided at the OVA's discretion. The incumbent should be prepared to work in a range of outdoor elements including sand, sun, rain and everything in between.

PRINCIPLE ACCOUNTABILITIES

- Produce and manage relevant content by creating dynamic and engaging copy to compliment your social and video posts that reach intended audiences
- Increase engaged followers and website traffic utilizing appropriately branded content
- Attend league nights and other OVA beach events as required eg: Ontario Championships
- Develop and implement strategies that result in increasing league exposure, registration and retention of participants
- Actively engage participants online and in-person with meaningful surveys, promotional contests/prizing and other creative methods designed to encourage feedback, retention and brand loyalty
- Act as an ambassador for the OVA and ABBV
- Other duties as assigned

REQUIRED SKILLS & QUALIFICATIONS

- Working toward a degree or diploma in sport and event marketing, public relations, communications, digital media marketing, film, broadcasting, or similar equivalent
- Exceptional interpersonal skills, engaging and outgoing personality
- Creative and innovative thinker/doer
- Customer service oriented with a focus on timely and accurate responses
- Experience with graphic design, social media and digital media production
- Proficient using Adobe Suite programs, or similar
- Strong organizational and time management skills
- Team player who is able to work independently and take direction
- Love of sport and recreation
- Natural eye for fun and engaging content opportunities

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Values:

Accountable: by acting in a fiscally responsible and transparent manner with OVA funds, governance and operations promoting practices that contribute to safe sporting environments.

Excellence: by designing and delivering the best possible programs and services for all OVA stakeholders.

Collaborative: by respectfully working in partnership with key stakeholders locally, provincially and nationally including government, funding partners, clubs, national organizations, para organizations, volunteers, athletes, families, coaches, administrators, officials, service providers, sponsors through ongoing feedback and input from stakeholders.

Intentional: by developing programs that are based on clear strategic objectives in order to achieve high quality meaningful and relevant desired outcomes.

Sustainable: by building organizational capacity, partnerships, innovative funding, sharing and economizing of resources to achieve the strategic objectives and sport mandate.

Integrity & Respect: by interacting with all our stakeholders by fostering trust in all our relationships as consistently demonstrated by our actions and promoting inclusivity for all Ontarians in fair manner.

TO APPLY

Interested applicants should send the following to Lindsay Bax, Manager of Marketing and Business Development (lbax@ontariovolleyball.org) by Monday, March 23, 2020:

- Resume and cover letter
- Professional reference
- Subject line should include Social Coordinator and full name
- Links to your applicable content or digital portfolio is recommended

The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible by all and will make all reasonable accommodations for job applicants with disabilities in order to support their full participation in our recruitment process.

Thank-you, for your application but only potential candidates will be contacted for an interview.