



EMPLOYMENT OPPORTUNITY

Administrative Co-ordinator:

The Administrative Co-ordinator will be an independent problem solver who is comfortable dealing with the general public and is able to work within Skate Oakville's policies and procedures. Excellent communication skills as well as proficiency in word, excel and a variety of email platforms are required. A strong working knowledge of Social Media and how to present a social media campaign on platforms such as Instagram and Facebook is essential. Experience in WordPress and Uplifter are an asset, as is a knowledge of Skate Canada and a proficiency in multiple languages.

Roles and Responsibilities:

- Greet guests to the Skate Oakville office and respond to direct in person inquiries
- Answer and respond to phone inquiries
- Work directly with the Skate Oakville membership, office staff, coaches and Board of Directors as needed
- Assist with the registration process
- Work with Skate Oakville program directors to manage the Skate Oakville social media campaign
- Perform general administrative duties as directed

Hours:

Must be flexible with the ability to work weekdays, evenings or weekends as required.

Approximately 35 hours per week, may vary based on Covid protocols and restrictions.

Start Date: September 2021

Pay: Commensurate with experience

If you are interested, please send your resume no later than September 17th, 2021 to;

Joni McPhail

Executive Director – Skate Oakville

joni@skateoakville.ca