



Executive Assistant and Registrar - Job Description

The Ottawa Lions Track and Field Club is seeking applications for a full-time Executive Assistant and Registrar to begin Monday, August 30th, 2021.

About the Ottawa Lions

The Ottawa Lions Track & Field Club is a not-for-profit community-based athletics club. Based in the nation's capital, the Ottawa Lions has been a leading member of Canada's athletics community for nearly 50 years. We provide a combination of competitive and non-competitive programs for athletes of all ages. Following the Athletics Canada Long Term Athlete Development (LTAD) pathway, we are committed to creating a fun and safe environment for club members.

The success of all our programs is primarily due to our outstanding all-volunteer coaching staff, which is the largest of any coaching staff in Canada and which includes a greater proportion of female coaches than any other club. We are fortunate to have very experienced coaches, some of whom have served on national teams at Olympic and Paralympic Games, World Championships and other major international competitions.

For more about the Ottawa Lions please visit www.ottawalions.com

Position Summary

The Executive Assistant and Registrar is an administrative support role focused on member relations, office operations, communications, and event planning. The ideal candidate is client-service oriented, with a passion for sport generally and an interest in track and field, who holds a willingness and desire to immerse themselves in the sport. Development opportunities are encouraged and will be provided for coaching and mentoring athletes as well as for officiating events.

Executive Assistant and Registrar Duties and Responsibilities

The Executive Assistant and Registrar's duties and responsibilities include the following:

Office Operations

- Maintains office systems by organizing office operations and procedures, controlling correspondence, designing filing systems, managing office supplies and other clerical functions
- Provides client support services by conducting new member orientation and enrolment procedures
- Manages access to facilities for regularly scheduled activities
- Supports member retention by conducting follow-ups and other retention activities
- Supports new member acquisition and sales activities by fielding general and service calls/emails
- Takes notes at staff meetings and provides meeting minutes
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, making necessary adjustments
- Oversees the organization, maintenance, access and disposal of Club records
- Contributes to team effort by working closely with the Executive Director, the Board of Directors, and other staff
- Oversees facilities by reserving meeting space, scheduling maintenance, coordinating moves, etc.
- Writes and distributes memos, reports and other necessary documentation
- Compiles data and prepares reports
- Processes new-hire paperwork (e.g., summer camp staff)
- Maintains confidentiality of business, personnel and client information
- Handles day-to-day administrative tasks not requiring direct approval by the Executive Director
- Performs additional duties as assigned by the Executive Director (or other supervisory personnel)

Reception

- Answers phones, responds to or forwards email and phone correspondence
- Greets and informs visitors to office (non-members, members, parents, coaches, etc)
- Redirects questions as necessary to appropriate personnel

Registration of members

- Prepares and processes all information required for membership ensuring that the data are accurate, complete and comply with Club, City of Ottawa and Athletics Ontario requirements.
- Ensures that all data are maintained in a format compatible with current information management systems.

- Revises existing membership records, compiles list of delinquent dues, and forwards information to the Executive Director

Competitions

- Collects entry information and fees
- Prepares information material on meets detailing fees, transportation and accommodation arrangements
- Makes travel and accommodation arrangements, and enters athletes in meets

Communication

- Provides information to athletes and coaches on facility issues, seasonal renewals, upcoming meets, etc. by email, phone, or signs or any combination of these
- Communicates general information about group activities and upcoming events, including through website updates and social media
- Sends newsletters, promotional materials, and other publications to persons on the mailing list and maintains up-to-date email lists of members and alumni

Financial and Asset Management

- Provides accounting support by collecting payments, reconciling accounts and reporting on other finance-related activities
- Maintains records of all financial transactions in accordance with Club and accounting requirements
- Collects and records receipt of dues and contributions
- Prepares and distributes monthly financial reports
- Keeps track of the Club's inventory of assets including clothing.
- Manages all fee collections from members and other sources and maintains the related database for members
- Conducts all day-to-day banking and maintains the Club's relationship with its banking institution
- Ensures all insurances are up-to-date
- Manages all remissions to other agencies such as Athletics Ontario as appropriate
- Follows established procedures for financial reporting on a monthly and yearly basis
- Facilitates completion of the annual audit
- Along with the Executive Director, Finance Committee Chair/Chair of the Board of Directors and Treasurer, assists in development of the annual operating budget to be approved by the Board of Directors
- Ensures compliance with Club policies related to office management and bookkeeping

Other

- Assists with uniform distribution and clothing inventory
- Coordinates with facility managers (Dome @ Louis Riel and Terry Fox Athletic Facility at Mooney's Bay)

- Monitors facility (Dome @ Louis Riel) use by club training groups, other training groups and other facility users
- Oversees interns

Skills/Qualifications:

- Post-secondary education, or equivalent work experience
- Strong customer service and interpersonal skills
- Experience managing databases, with excellent attention to detail
- Basic bookkeeping experience, including reconciling financial transactions, preparing reports, and working with accountants and auditors, would be an asset
- Ability to work independently with limited supervision
- Ability to use sound judgement and decision-making
- Excellent written and verbal communication skills; good email etiquette and communication skills are a must. Excellent English language skills required, proficiency in French and/or other languages an asset
- Experience in a volunteer-based non-profit organization
- General understanding of amateur sport at local, provincial, and national levels
- Knowledge of Track and Field would be an asset
- Knowledge of Trackie or similar registration system would be an asset
- Valid 'G' Driver's Licence (or equivalent) required

Conditions of Employment

This is a full-time (40 hours per week) salaried permanent position that reports directly to the Executive Director. Salary will be based on qualifications and experience, in the range of \$42,500 to \$52,500 per year, with two weeks paid vacation per year. There will be a three-month probationary period, and employees become eligible for benefits after six months of continuous full-time employment.

The Executive Assistant and Registrar is required to work from multiple locations (Dome @ Louis Riel and Terry Fox Athletic Facility at Mooney's Bay). The position's mandatory core hours are Monday – Thursday, from 3:30pm – 6:30pm, and Saturday from 8:00am – 11:00am. Some additional evening and weekend work may be required and the Executive Assistant and Registrar must be available for weekend competitions and meetings. The position holder is responsible for their own transportation.

Physical Demands:

While performing the duties of this job, the employee is regularly required to:

- Sit, stand and occasionally required to walk or move around the office environment
- May be asked to lift and move between 25-50lbs

To Apply

Please send your CV and cover letter to rjohnston@ottawalions.com. **The deadline for submission is Friday August 13th, 2021 at 5PM EST.** Interviews will be conducted on August 17th and 18th, 2021 (via Zoom). Applicants selected for an interview will be notified on a rolling basis. Reference checks will also be conducted.

The successful candidate will be required to successfully complete a Vulnerable Sector Police Check. Applicants with a valid Vulnerable Sector Police Check (within the last year) are encouraged to submit this along with their application. Before working with Club members, the successful candidate will be required to complete advanced safe sport training.

We thank all applicants but only candidates shortlisted for an interview will be contacted.

The Ottawa Lions is an equal opportunity employer that is committed to inclusive, barrier-free recruitment. We welcome and encourage applications from members of equity seeking groups, including but not limited to, candidates who are visible minorities, Indigenous, 2SLGBTQ+, and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.