

**OPPORTUNITY:**

Title: Scholarship & Events Coordinator
Reports to: Director, Development & Events

LENGTH OF EMPLOYMENT:

Start Date: 4-month contract with possible extension; flexible start date no later than April 30th, 2018
End Date: August 31st, 2018

HOURS OF WORK:

Golf Canada Foundation's regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week including a one-hour lunch. However, the demands of your position may require your hours of work to vary to meet the objectives of your employment. Due to the nature of this position, there will be some travel required and the need to work some weekends.

APPLICATIONS:

Golf Canada Foundation
Suite 1, 1333 Dorval Drive
Oakville, ON L6M 4X7
Email: resumes@golfcanada.ca
Visit: www.golfcanada.ca

OPPORTUNITY

The Scholarship & Events Coordinator will provide direct support to the Foundation CEO and Director of Fundraising and Events. This position will work mainly from the Foundation home office at Glen Abbey Golf Club in Oakville, Ontario, while some travel is required to support events. The successful candidate will take leadership of the collegiate scholarship and grants portfolio including the application and selection process. Additionally, this position will comprise of strong administrative support for fundraising properties held within the RBC Canadian Open, CP Women's Open and private donor events. The ideal candidate must be organized and willing to assist in taking necessary steps to complete work, which at times can be physical in nature through the event set-up/tear-down process.

PRIMARY DUTIES:

- Oversee collegiate scholarships & grants portfolio
- Communicate with collegiate golf teams to engage in fundraising initiatives/events
- Coordinate communications content with Golf Canada program staff
- Liaise with external stakeholders; corporate and individual donors
- Website and database maintenance
- Coordinate fundraising event administration, on-site event set-up, registration
- Assist director in grant research and coordination with provincial governing bodies
- Raffle draw coordination
- Volunteer coordination and management

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Proactive, outgoing and enthusiastic; ability to work independently and as part of a team
- Strict attention to detail and deadlines
- Strong computer, communication, organization, and interpersonal skills
- Must be willing to travel through the work-week and/or on weekends
- Fundraising and/or golf knowledge, and bilingual (English and French) are considered assets
- Data management an asset



One (1) position available. Golf Canada Foundation will interview up to five (5) candidates. Forward cover letter and resume, by e-mail or mail only, **NO PHONE CALLS PLEASE** to the above contact by **11:59pm, Thursday March 22, 2018**. Golf Canada Foundation thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada has four core values “Respect, Responsiveness, Inclusion, Purposeful” and while these are included in each employee’s offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada recruitment, hiring and annual review process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (‘AODA’). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.