

**OPPORTUNITY:**

Title: Coordinator, Female Participation
Reports to: Manager, Grow the Game

LENGTH OF EMPLOYMENT:

Start Date: January 20, 2019
End Date: December 20, 2019

HOURS OF WORK:

Golf Canada'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 may also be some travel required and the need to work some weekends.

APPLICATIONS:

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

PRIMARY DUTIES:**Golf Fore the Cure – Local Events**

- Develop and execute a strategy to reach annual targets as identified (with respect to solicitation of new sites for these events);
- Provide direction and assistance in all areas of operation to the site organizers;
- Ensure all program kits and supplies are ordered and shipped in a timely manner;
- Work with our sponsorship and marketing department as well as program partners and site coordinators regarding activation on sponsorship;
- Manage the administrative support for the execution of these events.

Golf Fore the Cure Program

Work with Golf Canada's partners to successfully develop and manage the Golf Fore the Cure Program:

- Organize, schedule and execute a successful Golf Fore the Cure National event, annually;
- Work with the program sponsors to ensure all terms of the agreements are fulfilled successfully;
- Provide customer service and maintain good communication with all participants, site coordinators, clubs, provincial bodies, Board of Governors, and committee members;
- Work closely with the Manager, Grow the Game to design and implement the program;
- Work closely with Golf Canada's Communications Department, to develop and update the website to be able to communicate the program details effectively (i.e. registration of a site, etc.);
- design and implement an annual promotion strategy inclusive of marketing and promotional materials in both languages by Feb 1st on an annual basis;

- Work with all participating sites to ensure they are complying with the parameters of the operations of the program;
- Develop pledge form by working with the charity partner;
- Work within the guidelines of running an effective office as set out by the Manager, Grow the Game (i.e. communication policies, reporting etc.);
- Represent the organization by being a good spokesperson during day-to-day office responsibilities.

Future Links Girls Club Program

- Work with the Manager, Grow the Game to implement the program;
- Develop and apply new ideas to increase female participation in golf;
- Work with all program partners to administer sponsorship activation and fulfillment;
- Work with the Manager, Grow the Game to solicit, allocate and issue grants;
- Ensure that the Future Links Girls Club budget is met annually.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Bachelor's degree/diploma in Business Administration, Sport Administration or equivalent preferred;
- Experience working in an office environment is preferred;
- Must be able to travel and work overtime periodically;
- Excellent communication skills (both written and verbally);
- Strong attention to detail, ability to stay calm under pressure and manage multiple priorities;
- Must have good time-management skills and the ability to meet deadlines and targets;
- Good customer services skills and ability to build relationships effectively;
- Ability to represent oneself well and complete day-to-day responsibilities tactfully;
- Competency with Microsoft Office Programs (Outlook, Excel, Word, PowerPoint);
- Bilingual skills (French and English) is considered an asset.

One (1) position available. Golf Canada 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 12:59pm, January 7th, 2019. Golf Canada 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.