

Office Administrator

TIRF Rugby – 77 Bloor St W. Toronto, ON
Full-time, Contract



REPORTS TO: Coordinator, Programs and Outreach
CONTRACT TYPE: 30-35 hours/week; up to 12 weeks
START DATES: **May 1, 2018** or **July 1, 2018**
WAGE RANGE: \$1020 to \$1275 (bi/weekly)

ABOUT US

The Toronto Inner-City Rugby Foundation (TIRF) is a rugby-centred community development non-profit organization. We use rugby as a tool for social good. **The Community Rugby Program** relies on strong relationships with nine local rugby clubs, community groups, schools, and the City of Toronto, to ensure that youth in priority neighbourhoods have opportunities to participate in rugby over the summer months.

THE ROLE

In your role as the **office administrator** for The Community Rugby Program, you will be responsible for gathering and analysing data, sharing information, and executing customer service-orientated tasks. The ability to manage multiple projects simultaneously and strong Microsoft XL skills are essential.

WHAT YOU'LL DO

75% ADMINISTRATIVE SUPPORT

- Maintain up-to-date staff, partner, and participant information
- Perform administrative updates: database entry, statistical updates, participant registration
- Provide customer service to participants, parents, and community partners
- Analyse and report metric measurements for internal dashboard
- Assist with program evaluation through the use of data management tools
- Liaise with all supervisors to ensure documents, reports, surveys are completed
- Collaborate and implement strategy for volunteer recruitment and participant registrations
- Support the onboarding of staff and professional development days
- Other duties as assigned

20% RUGBY DEVELOPMENT

- Assist with player recruitment and registration at TIRF and non-TIRF schools
- Support the delivery of the Rookie Rugby Curriculum schools/camps
- Provide additional supports, including program delivery and special events
- Other duties as assigned

5% SPECIAL EVENTS

- Act as a brand ambassador at info booths, registration days, and community events
- Coordinate and help execute event activities; including event setup and take down
- Other duties as assigned

WHO YOU ARE

You are a motivated, energetic **post-secondary student** looking to further your experience in sports administration, non-profit/community development, communications or business studies. As both an ambassador for TIRF and the game of rugby, you are ready-and-willing to take direction and constructive criticism to support the goals and values of the organization. You will be our “adorkable” admin-guru, ambitious, curious and kitted-out with post-it notes and organizational tools like Swiss Army Knife. By choice or by virtue, you are always the person in your group of friends keeping everyone on task.

REQUIREMENTS

MINIMUM REQUIREMENTS

- Must be legally able to work in Canada
- Must be a full-time post secondary student returning to a full-time school program in the fall
- Must undergo a successful Voluntary Sector Screening check

PHYSICAL REQUIREMENTS

- Includes: lifting, bending, walking, running and sitting for long periods of time

COMPETENCIES

- Demonstrated values of diversity, inclusion, and teamwork
- Ability to work independently and juggle multiple projects/deadlines
- Strong working knowledge of Microsoft Office Suite/Google Suite and social media channels
- Strong and clear written and verbal communication skills
- Strong time management skills with the ability to produce under pressure
- Strong event planning/project management skills
- Ability and willingness to work occasional evenings and weekends as required

ASSETS

- Knowledge of local community organizations, socio-economic landscapes in Toronto, and youth issues
- Experience working with databases, CRM software, or in administration
- Experience working in a recreation facility, recreational programs, special events, and/or rugby
- First Aid CPR Certification
- NCCP/World Rugby Coaching Certification
- HIGH FIVE Certification
- Valid Ontario Driver’s License
- Proficiency in: Arabic, Farsi, French, Mandarin, Somali, Tagalog, Tamil, Urdu, Vietnamese

NOTE

While this is a paid full-time contract position, TIRF does operate on flex-time and may involve occasional evening and weekend work.

HOW TO APPLY

Please complete the online job application at www.TIRfrugby.ca/jobs. You will be required to upload a cover letter and resume in a single PDF document and complete a short essay-styled question. Please save your resume and cover letter with the title “[Your Name]: **Office Administrator**”. You will receive an automated email notification letting you know that your application was received. **NO PHONE CALLS PLEASE.**

DEADLINE

All applications are due by **midnight on Wednesday, March 21, 2018.**

The Toronto Inner-City Rugby Foundation (TIRF) is an inclusive workplace and is committed to championing accessibility, diversity, and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.