



Job Opportunity, part-time

ASSISTANT EXECUTIVE DIRECTOR

Goal: To assist the Orienteering Canada Executive Director to accomplish various projects as determined the by Orienteering Canada strategic plan and the Orienteering Canada Board of Directors.

You will work closely with the Orienteering Canada Executive Director to execute complete various projects including but not limited to; communications, administration, member relations, high performance administration, sport development and partnership initiatives. Orienteering Canada's strategic plan (orienteering.ca/pdfs/2011/COFStrategicPlan_Final.pdf) gives an idea of the projects that are currently underway. Examples of projects include website content improvements, LTAD implementations plans and consistent communication with provincial/territorial orienteering associations. There is some flexibility with the tasks based on the skill set of the successful candidate. Some of the tasks will be required regardless of the candidate.

This contract is the starting point for the goal to eventually have a paid Executive Director at Orienteering Canada. Currently, the Executive Director works on a volunteer basis.

Required skills

- The ability to work independently and adhere to deadlines
- Strong computer skills – Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) and internet research
- Excellent oral and written communication skills and strong customer service skills
- Ability to use good judgment and discretion
- Knowledge of orienteering and the Canadian orienteering community
- Experience working with volunteers

As the ideal candidate, you are detail oriented and demonstrate the ability to prioritize tasks. You are very organized and are a team player who can also work well independently. You possess above average written and oral communication skills and excellent computer skills. You must be comfortable working independently and pro-actively with minimal supervision as you will be providing your own work space.

The contractor must provide their own computer, internet connection and working space. The hours worked are flexible but the individual must be available to participate in various conference calls that may take place during evening and weekend hours.

Ability to communicate in both French and English is an asset.



Term

This contract is for 6 months with the possibility of renewal and additional responsibilities. Start date to be determined by the Executive Director and the successful candidate. This is a part-time position, and the hours worked per week to be agreed upon the Executive Director and the successful candidate. There is flexibility with the number of hours worked.

Remuneration

Remuneration to be commensurate with experience. Reasonable pre-approved expenses will be reimbursed.

Application Process

Individuals interested in this opportunity should send a letter indicating their interest, along with their qualifications, to Orienteering Canada Executive Director, Charlotte MacNaughton at info@orienteering.ca by Nov 15, 2012. Contact Charlotte with any questions.