

## CAREER OPPORTUNITY:

### EXECUTIVE DIRECTOR NORTHERN ONTARIO CURLING ASSOCIATION

The Northern Ontario Curling Association (NOCA) is a not for profit sport governing body responsible for curling development in Northern Ontario. NOCA is responsible for overseeing the operation of all competitions leading to Curling Canada championships, working with its member clubs and curlers to promote and develop curling at the grass roots level, and maintaining relationships with all funders and partners.

NOCA is currently accepting applications for an Executive Director.

**Responsibilities:** The Executive Director of NOCA is responsible directly to the President of the Board of Directors and to the Board's Executive Committee. The Executive Director is responsible for the general administration, financial administration and planning of programs in a manner consistent with the aims and objectives of NOCA.

As NOCA maintains a virtual head office, the successful candidate may be based anywhere within the jurisdiction of the Northern Ontario Curling Association. The successful candidate is required to provide their own office space and related equipment.

The Executive Director is responsible for but not limited to:

- Providing leadership and guidance to the members of NOCA;
- Supervision of NOCA Staff and Contractors;
- Providing financial administrative support to the Board of Director's Executive Committee and the Board of Directors;
- Providing administrative and technical support in the promotion of the game of curling throughout NOCA;
- Maintaining liaisons with all affiliated NOCA Clubs, Curling Canada, Provincial / Territorial Member Associations and the Ontario Curling Council;
- Overseeing all aspects of NOCA competitions;
- Maintaining contact with NOCA's sponsors, and sourcing new sponsorship opportunities, on an ongoing basis to promote financial marketing of the sport of curling;
- Attending to the day to day administrative and financial affairs of NOCA;
- Attending meetings of the Board of Directors and Executive Committee of NOCA and various other committee meetings as requested;
- Attending National Curling Conference and Curling Canada's Operations Advisory Council meetings and other related Curling Canada functions as required;
- Attending competitions, functions, and promotional and instructional events as directed and authorized by NOCA;
- Preparing monthly reports, financial reports, and other financially related materials.

**Qualifications:** The ideal candidate:

- Has earned a degree in Business Administration or a related field, or a combination of other business-related administrative experience and curling knowledge;
- Has experience working with a volunteer Board of Directors;
- Has experience with the management of a not for profit organization;
- Has an understanding of fiscal management and responsibility, financial statements, contracts and partnerships;
- Is proficient in a computerized environment;
- Possesses a valid class G driver's license, have access to a reliable vehicle, and be available for travel as required;
- Is detail orientated and exhibits excellent time management skills;
- Possesses above-average communication skills, and is familiar with social media platforms;
- Has general knowledge of legislation and reporting requirements relevant to a not for profit organization.
- Is able to work flexible hours including weekends and evenings.

**Deadline 4:00 p.m. EST March 6th, 2020.**

**Please send resume and cover letter stating expected salary to:**  
[Michael.Szajewski@curlnoca.ca](mailto:Michael.Szajewski@curlnoca.ca)

**or mail to:**  
**Michael Szajewski**  
**15 Cambrian Dr,**  
**Kenora ON,**  
**P9N 4A4**

This job posting reflects management's assignment of essential functions but it does not proscribe or restrict other tasks that may be assigned.

The Northern Ontario Curling Association values diversity in the workplace because it allows us to better understand and meet the needs of our members and the communities we serve. It helps us foster greater creativity, breadth of experience and is essential to our success as an organization. We want to ensure every job applicant is treated fairly and with respect regarding race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, or disability. If you are a job seeker with a disability and would like someone to contact you about individualized application support, email us at [Michael.Szajewski@curlnoca.ca](mailto:Michael.Szajewski@curlnoca.ca).

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted.