



JOB OPPORTUNITY: PROGRAM COORDINATOR (*Thunder Bay Youth Curling*)

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

NOCA is currently accepting applications for a Program Coordinator to oversee its Thunder Bay Youth Curling operation in Thunder Bay, ON.

Responsibilities: The Program Coordinator reports to the Executive Director and is responsible for promoting and growing participation in Thunder Bay area youth curling programs, events, and activities.

The successful candidate is required to live in Thunder Bay, ON and is required to provide their own office space and related equipment.

The Program Coordinator is responsible for but not limited to:

- Marketing and promotion of youth curling programs
 - Digital marketing, email marketing, website, and social media
 - Networking and community relations
 - Partnerships with schools and other youth organizations
- Management of online registration system
 - Provide reports to program facilitators
 - Advance registration fees to corresponding delivery partners
 - Ensure that appropriate information, approvals, and acknowledgements are collected from participants (waivers, Safe Sport, concussion, etc.)
 - Integrate with Customer Relationship Management (CRM) system to track progression of potential new youth curlers
- Organize, promote, and deliver introductory pathway programs, such as **Try Curling** and **Learn to Curl**, in an effort to supply growth to established youth curling programs and leagues
- Facilitate school outreach program through the delivery of Rocks and Rings sessions in local schools
- Advise partner clubs on development of collective youth curling offering
- Engage in business development and seek future opportunities for participation growth and program sustainability

The Program Coordinator will also support the Northern Ontario Curling Association at large with digital communications services, such as: social media management, website maintenance, e-newsletter production, email marketing, and basic graphic design.

Qualifications: The ideal candidate:

- Is pursuing or has earned a degree in Marketing or a related field, or has a combination of marketing-related experience and curling knowledge;
- Is highly proficient in digital forms of marketing (email, website, social media), and preferably can perform their own graphic design (familiarity with Canva is an asset);
- Is proficient in a computerized environment;
- Possesses a valid class G driver's license, has access to a reliable vehicle, and is available for travel as required;
- Is detail orientated and exhibits excellent time management skills;
- Possesses above-average interpersonal, communication, and relationship building skills;
- Works well independently and collaboratively with other people and organizations
- Is able to work flexible hours including weekends and evenings.

Compensation: The salary range for this position is from \$40,000 - \$45,000 commensurate with experience.

Deadline 12:00pm EST October 12th, 2022

**Please send resume and cover letter stating expected salary to:
info@curlno.ca**

This job posting reflects the assignment of essential functions, but it does not restrict other tasks or duties 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 info@curlno.ca.

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