

Position: Manager, Promotion
Position Level: Full Time
Job Posting Date: August 26, 2022
Application Deadline: September 12, 2022
Office Location: 225 Watline Ave., Mississauga, ON L4Z 1P3

The Ontario Women's Hockey Association (OWHA) is the Ontario Provincial Sport Organization (PSO) for Female Hockey in the province of Ontario. The OWHA is a world-leader in the growth and development of Female Hockey with the primary objective of providing programs and opportunities that are based on solid values that support the physical and mental health of participants while enhancing positive life skills and life experiences.

The position will be located in the Association's office in Mississauga, Ontario.

Purpose of Position

The Manager Promotion is responsible for the promotion of the OWHA and Female Hockey as a positive, welcoming program that supports the physical and mental health of its participants, to recognize its growth and development and to publicize inspirational stories.

Primary Responsibilities

- Responsible for promoting the Values of the OWHA
- Promotion of the OWHA and Female Hockey
- Equity, Advocacy and Research
- Manage OWHA displays at meetings and events
- Manage OWHA web site and social media
- Compile and write information for the OWHA web site
- Coordinate OWHA 50th Anniversary
- Manage historical records on female hockey
- Special Events
- Records and Inventory Management
- Promotional Merchandise
- Incorporate these initiatives into the OWHA Strategic Plan
- General Administration
- Work within the OWHA communication and confidentiality guidelines

Skills & Competencies

- Excellent organizational skills with proficient knowledge of project management
- Knowledge of active risk management practices in all aspects of the job
- Experience with writing, web sites and social media
- Proven ability to develop innovative solutions and concrete plans that create value for key stakeholders that deliver on measurable KPIs
- Strong analytical skills including interpreting research studies and collecting data for strategic insights and action.
- Proven initiative to work on own and as part of a team

- Build integrated strategies in the areas of diversity and inclusion, women in sport and the prevention of maltreatment
- Strong conceptual abilities and excellent perseverance to solve problems and adapt solutions across a wide range of communications and implementation challenges
- Knowledge of Microsoft Office
- Available to work staggered hours, evenings, and weekends as necessary
- Have a valid driver's license and ability to transport and lift materials
- Commitment to the growth and development of Female Hockey.

Education and Experience

- A post-secondary education, preferably in business/sport management
- Experience working in a non-profit environment
- Experience in promoting Female Hockey
- Experience in coordinating and executing virtual events and meetings
- Experience in event planning
- A minimum of three years experience in a customer service field preferably in business/sport management
- Experience working in a non-profit environment

All interested applicants should apply to jobs@owha.on.ca before September 12, 11:59 am.

Please include Manager, Finance in the subject line.

No phone calls please. All decisions of the OWHA Hiring Committee are final.

Only candidates selected for interviews will be contacted.