

Position: Manager, Promotion & Competition
Position Level: Full Time
Job Posting Date: July 23, 2021
Application Deadline: August 9, 2021
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.

Purpose of Position

The Manager, Promotion & Competition is responsible for the day-to-day administration and execution of the promotion of the OWHA and Female Hockey, discipline and appeals and oversight of the competitive structure at competitive and house league levels with a focus on a positive player experience at all ages and levels of participation.

The job is an administrative position and involves the promotion of all aspects of the OWHA and Female Hockey. The focus is on a values-based program that focusses on positivity in a safe and welcoming environment.

Responsibilities

Promotion

- Manage an OWHA social media plan
- Management and delivery of programs including the Covid Return to Hockey Planning
- Recruitment of new and returning participants
- Retention of participants
- Promotion of Female Hockey at all ages and levels
- Creation and implementation of strategies to assist OWHA Members
- Plan and promote the OWHA 50th Anniversary in 2025
- Leverage Partnerships
- Risk Management and compliance with return to play health and safe protocols
- Integration of physical and mental health awareness strategies
- Build integrated strategies in the areas of diversity and inclusion, women in sport and the prevention of harassment, abuse and racism

Competition

- Management and oversight of league play, tournaments and provincial championships.
- Lead specialty coach training and mentorship focussed on values and ethics

Research and Advocacy

- Review existing research and materials to create value for OWHA

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- Coordinate research projects with meaningful actions

Discipline, Appeals, Dispute Resolution

- Manage the on and off-ice discipline within the OWHA
- Manage hearings and appeals

Skills & Qualifications

Strategic & Results Focus

- Proven ability to develop innovative solutions and concrete plans that create value for key stakeholders that deliver on measurable KPIs
- Strong analytical skills including financial management, interpreting research studies and collecting data for strategic insights and action.
- Commitment to the growth and development of Female Hockey.

Building Strategic Relationships

- Strong ability to build strategic relationships with key stakeholders

Communication

- Exceptional written & verbal communication and presentation skills
- Strong conceptual abilities and excellent perseverance to solve problems and adapt solutions across a wide range of communications and implementation challenges

Other Skills

- Experience with writing and applying for grants, building budgets and financial management
- Strong ability to design & build presentations in PowerPoint
- Proactively takes initiative with the ability to work effectively with others and also independently, within tight deadlines and able to adapt to changing deadlines.
- Ability to prioritize multiple deliverables.
- Excellent organizational skills with proficient knowledge of project management
- Knowledge of active risk management practices in all aspects of the job
- Available to work staggered hours, evenings and weekends as necessary
- Have a valid driver's license and ability to transport and lift materials

Qualifications

- 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

All interested applicants should apply to jobs@owha.on.ca before August 9, 11:59 am.

Please include Manager, Promotion & Competition 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.