



Position:

Administrative Assistant / Logistics Coordinator

Start Date: May 2nd, 2016

Job Description:

Status: Full time (some evening and weekend work may be involved); 37.5 hours weekly; normal office hours are 9 AM to 5 PM.

Type of Position: Employee

Travel: The Administrative Assistant / Logistics Coordinator may be required to travel on occasion, and upon the Executive Director's request, to domestic events.

The Employee will be working at:

Karate Canada Office
Canadian Olympic Committee
500 Boul. René-Lévesque Ouest
Montréal H1W 2Z7

Salary: \$30,000 to \$34,000 yearly, according to experience.

Nature of the Position:

Karate Canada is the national sport governing body for the sport of karate in Canada. The Association is seeking a dynamic Administrative Assistant / Logistics Coordinator to provide administrative support for daily office operations and for Karate Canada National Team Program logistics. The Administrative Assistant / Logistics Coordinator performs an array of administrative and office support activities as well as National Team and High Performance program coordination and logistical duties. The role of the Administrative Assistant / Logistics Coordinator is to ensure efficient and timely operations of the office, and oversight of all National Team program-related logistics, to support and enhance the work of the organization. The Administrative Assistant / Logistics Coordinator will work under the supervision of the Executive Director, and collaborate with

the Program Manager, Events Manager, High Performance Committee Chair, National Team Head Coaches and other staff or volunteers.

All staff are employed or contracted by Karate Canada to facilitate achievement of its long-term vision and planned annual targets. All personnel and contractors are required to operate within the policies and procedures established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

Key Duties and Responsibilities:

Reporting to the Executive Director, the Administrative Assistant / Logistics Coordinator's key responsibilities will include, but may not be limited to:

General / Administrative / Office Support

- Handling communication by telephone, fax and email, and send out regular notices as required and in a timely fashion
- Answering incoming calls on the office main line. Deal with inquires and re-directs calls appropriately
- Assisting in the production of various letters and correspondence with members, registrants and partner organizations
- Collecting / distributing incoming mail, send out outgoing mail, and maintain chronological files of incoming and outgoing mail
- Greeting office guests as appropriate
- Ensuring the organization's office equipment is in good working order, and ordering office supplies as required
- Maintaining and updating inventory of office equipment
- Assisting with preparation, entry and backup of data in bookkeeping software
- Helping ensuring timely approval and payment of invoices and reimbursement of expense claims reports
- Developing and maintaining a system for tracking relevant committee meetings and agendas
- Supporting the work of the Executive Director and of various Committees with timely meeting reminders, recording of minutes and distribution of materials
- Performing administrative tasks such as photocopying and most filing / archiving of files
- Participating in maintaining a binder of current administrative procedures
- Helping keep the office and related areas neat
- Other tasks required for the smooth and efficient running of the office

National Team Logistics

- Coordinating all logistical aspects of the National Team's participation in international competitions, in conjunction with National Team Head Coaches and other staff (this includes travel, accommodations, registrations, supervision of athlete funding, communications with team, etc.)
- Coordinating all Regional, National, International, and Inter-regional Training Camps in conjunction with National Team Head Coaches and other staff (this includes venues, travel, living arrangements and camp scheduling, etc.)
- Assisting in the planning and implementation of National Team programs, activities, policies and agreements, in consultation with the High Performance Committee and National Team Head Coaches, for both Junior and Senior kata and kumite teams
- Supporting the KC Executive Director with management of budget for the area of high-performance and excellence specific to the National Team programs (camps, competitions, Regional Centres, etc.)
- Providing administrative assistance in management of the National Team Selection, in consultation with the High Performance Committee and National Team Head Coaches
- Assisting in the coordination of key aspects of International Officials, in conjunction with the Officials Committee and Program Manager
- Under direct leadership of the Executive Director, coordinating and implementing educational opportunities for National Team Coaching Staff
- Providing administrative assistance for Athlete Assistance Program logistics
- In close collaboration with the Executive Director and High Performance Committee Chair, developing plans and coordinating budgets for IST services for all National Teams
- Ensuring timely updates and tracking of National team athletes' cumulative ranking points and status
- Liaising, as point of contact, with Canadian Centre for Ethics in Sport and ensuring that KC athletes are in compliance with anti-doping requirements
- Overseeing National Team equipment and clothing procurement and ensuring detailed inventory tracking
- Help ensure liaison / sustained communication with Provincial / Territorial Coaches and HP Committees / staff as required
- Develop and be responsible for the monitoring and up-keep of a, National Team athlete, coaching and IST staff database
- Help establish strong relationships with various Canadian Sport Institutes/Centres
- Work closely with the National Team Head Coaches in managing communications with club coaches working with Senior and Junior

- National Team athletes from across the country (primarily Carded athletes, Senior Team members and « Rising Star » athletes)
- Perform other related duties, as required and requested

Liaisons:

May be required to liaise with:

- KC Executive Director and other Staff (specifically in regards to administrative coordination and logistics)
- KC High Performance Committee
- KC Officials' Committee
- National Team Coaches
- Development Coaches and National Team Trainers (Club Coaches of National Team athletes)
- Regional Training Centre Coaches
- National Team Members
- Provincial/Territorial Associations
- Canadian Olympic Committee
- Sport Canada (AAP Program)
- Other National Karate Federations
- CCES (Canadian Centre for Ethics in Sport), etc.

Performance Review:

On an annual basis, the Administrative Assistant / Logistics Coordinator will be expected to accomplish specific end results, satisfactory fulfillment of job responsibilities and attainment of required level of ability in key competency areas. The Executive Director will conduct regular performance reviews, including consideration of the previous 3 elements.

Qualifications:

- Post-secondary education in administration, management, accounting, sport sciences, sport management, high performance coaching or related field, or combination of relevant experiences with at least 2 years of experience in a Canadian National Sport Organisation
- Excellent computer skills in word processing, database management, webpage posting and electronic communication software
- Superior organizational and time management skills with a strong ability to multi-task effectively and work under time constraints and deadlines

- Highly developed verbal and written communication skills - ability to interact effectively with general public, volunteers, sport groups and organizations
- Fully bilingual (English and French)
- Experience coordinating programs for an organization in sport and/or High Performance Sport will be a strong asset
- Knowledge of the Canadian Sport System and Karate Canada (and the sport of karate) are considered assets
- Close attention to detail and accuracy, problem solving /decision making skills, with ability to follow through on tasks
- Ability to work independently and proactively with minimal supervision, and as part of a team

Applicants:

Qualified applicants are invited to submit their applications and resume in confidence, no later than April 15th 2016, to:

Olivier Pineau, Executive Director
Olivier@karatecanada.org

We thank all the applicants for their interest. Please note that only those candidates selected for an interview will be contacted.

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