



Diving Plongeon Canada and Canada Artistic Swimming are inviting applications for a P/T administrative support staff member.

Administrative Coordinator

OVERVIEW

Reporting to Diving Plongeon Canada's (DPC) Chief Operating Officer and Canada Artistic Swimming's (CAS) Finance and Administration Manager, the Administrative Coordinator is responsible for general administration for both organizations on a part time basis (4 days per week).

LOCATION: DPC National Office, Ottawa or virtual – 2 Days
CAS National Office, Ottawa or virtual – 2 Days
(Both offices are located next to each other in the same complex)

RESPONSIBILITIES AND DUTIES:

The Administrative Coordinator oversees various administrative aspects of the DPC national office and CAS national office and provides support to the DPC COO and the CAS Finance and Administration Manager and CEO.

Typical tasks include:

- Processing incoming and outgoing mail
- Processing courier packages, as required
- Managing Office supplies and equipment
- Managing warehousing and storage needs
- Overseeing DPC info@diving.ca account, info@artisticswimming.ca account and several other shared inboxes and replying or re-distributing messages appropriately
- Liaising with phone system provider
- Ensuring office orderliness and cleanliness
- Processing orders for merchandise and ensures proper payment and supports merchandise program coordination (development), inventory, tracking
- Ensuring that staff planning calendar is up to date
- Maintaining an updated DPC / CAS materials and equipment inventory
- Admin support to chief operating officer (DPC) and CEO (CAS)
- Assistance with national team clothing out-fittings (Diving)
- Staff meeting coordination and coordination of Google meeting calendar (CAS)
- Assistance with Board and committee meeting coordination & minutes (CAS)
- Member registration system support, as required
- Financial processing assistance (CAS)



In addition, other services that may be required that are related to the administrative coordination of the DPC or CAS office.

CORE COMPETENCIES

- Demonstrated ability to work collaboratively as a member of a team of dedicated professionals in the pursuit of common goals
- Demonstrated evidence of professional behaviour
- The ability to work effectively in both English and French is an asset

QUALIFICATIONS, EXPERIENCE AND KEY SKILLS

- Skills and knowledge of the MS Office Suite (Word, Excel and Powerpoint) and Google Office suite is required.
- Excellence in organizational management with the ability to work effectively on a diverse staff team or independently, set and achieve objectives in a timely manner
- Strong written, verbal and listening communication skills; ability to multi-task;
- Action-oriented, efficient, adaptable, and innovative approach to work planning;

COMPENSATION

- The compensation package will be based on the successful candidate's qualifications and experience and will be between \$35,000 and \$40,000. Benefits (basic individual coverage) will be included.

APPLICATION PROCESS

- Apply in confidence by sending your cover letter and resume by October 15, 2021 to: Penny Joyce COO – penny@diving.ca and Cheryl McEvoy Finance & Admin Manager – cheryl@artisticswimming.ca