JUDO CANADA

Judo Canada is a non-profit organization which aims to promote and teach judo principles and help judo progress across Canada.

Job Offer: National Office and Operations Assistant Coordinator

Judo Canada (JC) is seeking a **National Office and Operations Assistant Coordinator (NOOAC)** who will help implement Judo Canada's strategic plan.

General Description
Support and promote the implementation of Judo Canada's operational plan as requested by the Membership Services Coordinator (MSC), the Chief Operating Officer (COO) and the CEO/HPD.

Organizational structure
The NOOAC shall report to the COO and ultimately to the CEO.

Responsibilities

1. General Responsibilities

1.1 Support the general management in various administrative tasks (i.e., Screen phone calls. Mail, general queries, etc)
1.2 Provide logistical support for the management of events.
1.3 Assist the sports development department in the delivery of certain projects. (i.e., Mailing of promotional tools)
1.4 Support the MSC in various administrative tasks (i.e., Printing and delivery of membership cards).
1.5 Establish and maintain an effective filing system. Ensure the availability of supplies and forms used by the office.
1.6 Ensure the proper functioning of office equipment and refer any problem to the relevant suppliers.

2. National Training Center responsibilities

2.1 Assist the high performance manager in:
- Coordinating activities with l'Institut National du Sport du Québec (INS-Q).
- Reservations for premises at INS-Q.
- In maintaining the National Training Center (NTC) access list.
- In maintaining constant communications with the athletes at the National Center.

2.2 From time to time, assist national coaches in Administrative Support
2.3 Update various databases and archive relevant information at NTC.

Required Qualification

- Experience related to the national sports industry.
- High level of proficiency in **both French and English**, oral and written.
- Proficiency with the required technological tools and Microsoft Office programs.
- Planning and organizational skills.
- Meticulous work and detail oriented.
- Sound judgment and confidentiality.
- **Knowledge of judo is an asset.**

Start Date: July 11, 2022
Salary: Range from 37 500 to 40 000$ annually as per experience
Job type: 12-month contract, with an option to be extended on annual basis.
Application deadline: June 17, 2022

The NOOAC will be based in the National Office in Montréal, at 4855 Beaubien Est.

A cover letter, including salary expectations, and resume should be emailed to n.gill@judocanada.org

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

Judo Canada's programs are sponsored in part by Sport Canada