



## JOB DESCRIPTION

### ADMINISTRATION COORDINATOR

*Taekwondo Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.*

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#### ORGANIZATIONAL SCOPE

Taekwondo Canada, a member of World Taekwondo and the national governing body for the sport of taekwondo in Canada, is seeking a dynamic individual to lead the organization's administrative program that places Canadian Taekwondo athletes in positions to achieve sustained international success at international events including major games such as Olympics and Paralympics.

#### DESCRIPTION

Reporting to the Executive Director (ED), the Administration Coordinator is responsible for the bookkeeping, communications and administrative/logistical support to staff members. As well as managing the membership database, the organization's social media channels and external communications.

#### CORE RESPONSIBILITIES

- Managing overall administrative activities, office operations and procedures
- Producing financial reports
- In conjunction with the Finance Director perform bookkeeping duties
- Coordinating and scheduling meetings and appointments for Board and Staff
- Controlling correspondence and e-communications
- Maintaining confidentiality of sensitive and protected information
- Maintaining the virtual office and Google based filing system by developing and maintaining procedures for retention, protection, retrieval, transfer, and disposal of records
- Producing reports, composing correspondence and drafting documents for review by ED and others
- Creating presentations and other management-level reports
- Managing social media accounts, website and external communications
- Answering incoming calls and general inquiries from members and the public
- Provide support and guidance to members (P/TSOs) of the organization and the general Public with regards to: policy application and membership requirements
- Maintain membership database
- Perform administrative duties related to the National Coaching Certification Program



# TAEKWONDO CANADA

613-695-5425 | [info@taekwondo-canada.com](mailto:info@taekwondo-canada.com) | [www.taekwondo-canada.com](http://www.taekwondo-canada.com)

## QUALIFICATIONS

- Post-secondary education in sport/recreation management, business management or another applicable related field with emphasis in finance
- Strong communication skills (written/oral) in both official languages is required
- Ability to operate under a flexible schedule, willingness to work some weekends in exchange for time off during the regular work week
- Knowledge/experience in the Canadian Sport system is considered an asset
- Knowledge of martial arts and/or the sport of Taekwondo is considered an asset
- Proficient in all Google suite and Microsoft applications
- Demonstrates strong financial acumen
- Experience with Wordpress and management of main social media channels
- Demonstrated ability to adapt to new technologies
- Ability to multi-task in a fast-paced environment and work across multiple departments
- Self-motivated and accountable for results; takes ownership of tasks and is able to follow instructions
- Superior organizational skills in planning and completing projects within set deadlines; high attention to detail and accuracy
- Demonstrated member focus. Ability to anticipate member's needs and proactively search for solutions to ensure expectations are met and exceeded

## POSITION TYPE

- Full time employee (40 hrs/week)
- Expected salary: \$35,000-\$40,000 / year plus benefits
- Location: Taekwondo Canada office located in the House of Sport at 2451 Riverside Dr., K1H 7X7
- Expected start date: July 5th 2022

Applicants must send resume and cover letter to [dharris@taekwondo-canada.com](mailto:dharris@taekwondo-canada.com) no later than Friday June 24th @ 5:00pm ET.

