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SUMMER CONTRACT OPPORTUNITY: ASSISTANT, EVENTS

Ontario Basketball requires an enthusiastic, energetic person who loves the game of basketball and would like to assist in the growth of the sport at the provincial level. The successful candidate will be involved with event planning, coordination and execution of several flagship spring and summer OBA events, including: 2023 OBA Championships, summer 3x3 tour, CNE tournament, and more.

Reporting to the Director, Clubs & Competitions, the successful candidate will enjoy working as part of a team, demonstrate a positive attitude, and possess a desire to work in an amateur sport environment.

Responsibilities will include, but are not limited to:

- Supporting the team with the remaining 2023 OBA Championships tournaments in May and June, including with scheduling, roster management, and event coordination.
- Working with Clubs & Competitions staff to plan and organize summer 2023 OBA events (3x3 tour, CNE tournament, etc.) in July and August, including communications, sponsorship activation, liaising with venues, vendors and other stakeholders, ordering merchandise, onsite venue setup and takedown, consideration for event budgets, etc.
- Assisting the Clubs & Competitions team with preparation and preliminary event planning for the 2023-24 season.
- Assisting with OBA database management (player, coach & team registration).
- This role may also include some events support for: Ontario Summer Development Program and ancillary Team Ontario events (ex: tryouts, fundraisers) and any other related tasks as assigned.

Skills and Qualifications:

- Working toward or completed degree or diploma in sport management or recreation & leisure.
- Prior knowledge of basketball is a strongly valued asset for this position.
- Event coordination experience is a strong asset (scheduling, venue setup, working with vendors, etc.).
- Strong communication and customer service skills to interact professionally with various stakeholders.
- Team player with the ability to work independently, take initiative, and learn new skills as needed.
- Strong organizational skills to handle multiple tasks and prioritize appropriately to meet critical deadlines.
- Able to work flexible hours (including some evenings and weekends).

Type of Position: Contract

Term: May to August 2023

Compensation: \$17.00/hour, 35 hours per week, less statutory deductions.

Expected work environment: Hybrid, ex: 2 days in office per week, 3 days remote work

Application Process: Interested applicants should email their resume and cover letter to info@basketball.on.ca with the opportunity they're interested in within the subject line.

Application Deadline: Monday, May 8, 2023 at 11:59PM EST.

Please note: This position is partially funded through Canada Summer Jobs (CSJ). CSJ jobholders must be 15 to 30 years of age at the start of their contract, AND be a Canadian citizen, permanent resident, or protected refugee, AND have a valid social insurance number and be legally entitled to work in Canada.

Ontario Basketball is an equal opportunity employer. Ontario Basketball is pleased to accommodate individual needs. If you require accommodation at any point throughout the recruitment or selection process, please contact [Dave Stockton](mailto:Dave.Stockton@basketball.on.ca).

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

About Ontario Basketball

Ontario Basketball is the sport governing body for basketball in the province of Ontario. Ontario Basketball was incorporated as a not-for-profit organization in 1977, but its history dates back to over 80 years ago. Ontario Basketball represents amateur basketball interests in the province and oversees basketball development through the provision of programs and services aimed at meeting the needs of the evolving provincial, national and global basketball landscape. For more information, visit www.basketball.on.ca.