

**Position Title:** Office Coordinator  
**Organization:** Special Olympics Canada  
**Employment Terms:** Permanent, Part Time  
**Reports to:** Manager, Programs

### **ORGANIZATION BACKGROUND**

For more than 50 years, Special Olympics Canada (SOC) has enriched the lives of Canadians with an intellectual disability through active participation in sport. SOC is a national, grassroots, charitable organization that provides best of class sport training, nutrition education, health screenings and competition opportunities for athletes of all ages and abilities. Year-round programming is available in hundreds of communities across Canada, supported by thousands of volunteers. Special Olympics is an inclusive movement powered by sport - transforming the lives of individuals and families, while creating more inclusive communities all across Canada. SOC's programs are funded and supported by; individual donors, corporate sponsorship, fundraising activities, Federal/ Provincial/Territorial governments, foundations, and the involvement of volunteers in communities across the country. Special Olympics in Canada has a National Office and Chapters in twelve Provinces and Territories.

### **POSITION SUMMARY:**

Based in Toronto and reporting to the **Manager, Programs**, the **Office Coordinator** is responsible to help maintain operations within the Special Olympics Canada office while providing an athlete's voice in many areas of the organization. This is a part time position that would be required to be in office 2 days a week, Wednesdays and Thursdays. The primary areas of responsibility include: office support, donor relations and outreach, assisting the Marketing and Communications department, supporting the Athlete Leadership program and other sport programs.

### **RESPONSIBILITIES:**

#### **Office Operations:**

- Be a contact for all visitors, deliveries and guests to the office;
- Handle outgoing/incoming mail, date and scan documents;
- Organize office supplies and order new supplies as needed;

#### **Contact with Donors and Partners:**

- Call monthly and major gift donors to thank them for their donations;
- Call monthly donors regarding payment matters i.e. card expired, declined, etc.
- Hand write thank you cards for specific donor segments;
- Assist in partnership building as an athlete advocate;

#### **Marketing and Communications:**

- Monitor chapter social media accounts to identify new announcements or events;

- Write a “From the Desk of an Athlete” blog highlighting events;
- Provide support to the photo and video archive project;

**Athlete Leadership and Sport:**

- Provide input and support to a variety of Sport projects, from an athletes’ perspective;
- Help develop Athlete Leadership resources;
- Make sure that public documents follow the “easy read” objectives;
- Other duties as assigned;

**QUALIFICATIONS:**

The successful candidate will possess the following experience, knowledge and abilities:

- High School Diploma (or equivalent);
- Be a Registered Special Olympics Canada athlete;
- Passionate about the Special Olympics movement;
- Attention to detail, ensuring projects are completed by a deadline;
- Experience in using social media;
- Able to write a blog, answer phone calls and attend in-person meetings;
- Able to use a computer, experience working with Microsoft Office products;
- Bilingualism (English/French) is a definite asset;

**WORKING CONDITIONS & PHYSICAL EFFORT:**

- The position is performed in an office work environment, primarily sitting and working on a computer.
- The position is two days per week - in office every Wednesday and Thursday.
- The position is based in SOC’s office in Toronto at 21 St. Clair Ave. East.
- Occasional travel and weekend work is required to attend events and give presentations.
- Physical effort is minimal though occasional lifting of boxes may be required (up to 25 lbs.).

**COMPENSATION:**

- Employee Assistance Program and fitness benefit;
- The salary is based on skills, qualifications and experience.

**APPLICATION DETAILS:**

Please submit a resume and cover letter by **April 23<sup>rd</sup>, 2024**, to [sochr@specialolympics.ca](mailto:sochr@specialolympics.ca) with “**Application for Office Coordinator**” in the subject line:

SOC is an equal opportunity employer committed to employing a diverse workforce. We encourage all qualified individuals to apply and thank all those who do. Only those selected for an interview will be contacted.