



Title: Programs & Operations Manager

Location: Ottawa (Remote work from home with occasional domestic travel)

Type of position: Two part-time positions, combined to make a full time contract. This contract will be for a period of 12 months, with the option to extend to permanent full-time.

Hours of work: 40 hours per week (20 per organization)

Rate of remuneration: \$50,000 yearly salary

Expected Start Date: May 27th (or sooner)

This position is a joint-position between OCUA (Ottawa Carleton Ultimate Association) and OU (Ontario Ultimate). While working for OCUA, the employee will be responsible for the support and delivery of youth & junior programs, school programs and summer camps. While working for OU, the employee will be responsible for managing the day-to-day operations of the organization. This includes supporting Ultimate leagues and clubs across Ontario, hosting tournaments, support clinics and offering training sessions throughout the year. The employee will report to the OCUA Executive Director and OU Board of Directors.

Required Qualifications

- A passion for recreational and team sports, competitive development, and knowledge of/willingness to learn and understand the ultimate community.
- A university or college degree, or equivalent experience.
- 1-3 years sport management experience, or related transferable experience (e.g. program management).
- Finance and budgeting experience and have an understanding of corporate/not-for-profit bookkeeping.
- Evidence of understanding of the barriers to access sport by equity-seeking groups.
- Strong analytical and problem-solving skills.
- Demonstrated team-building, facilitation and leadership skills
- Excellent project management and organizational skills.
- Strong verbal and written communication and interpersonal skills.
- Possesses an entrepreneurial spirit and continuously innovates to achieve great results and make supported recommendations to the Board.
- Independent self-starter.
- Ability to provide services on occasional evenings and weekends.
- Proficiency in GSuite, Slack, Canva, MailChimp, social media channels (Facebook, Instagram, Twitter), website content management systems.
- Experience working/volunteering with sports organizations (preference will be given to those with experience in Ultimate Frisbee or another Local & Provincial/Territorial Sports Organization).
- Demonstrated track record securing funding
- Must be located in Ottawa region or willing to relocate
- Experience with program management and registration tracking
- Experience with volunteer management
- Previous tournament planning experience
- Excellent customer service
- Must have access to a vehicle



OCUA Programs Manager

League Management

- Responsible for preparation and delivery of OCUA youth and junior leagues and programs
- Recruit and manage volunteers and OCUA staff supporting youth and junior leagues and programs
- Develop coach training programs and curriculums for youth and junior programs
- Work with the OCUA Executive Director to oversee coach training and development programs such as NCCP
- Oversee delivery of youth and junior leagues and programs
- Serve as league coordinator, and/or youth & junior convenor or coach, as required
- Assist with management of OCUA adult leagues

Technical

- Create registration events in Zulu (league management software) and manage registrations through dashboards
- Create leagues and hat teams in Zulu
- Create and update OCUA website postings, and social media postings for OCUA youth & junior leagues and programs

Marketing

- Prepare and distribute low-cost grassroots marketing initiatives, such as information pamphlets, posters, and flyers

Event Management

- Assist the Special Events Manager with planning, promoting, and organizing OCUA special events
- Attend and work OCUA special events (No Borders, League Playoffs, other 2-day tournaments) and, whenever possible, minor OCUA special events

Administrative

- Respond to youth & junior league, membership, and registration inquiries in a timely and professional manner
- Participate in weekly update staff meetings Participate in the seasonal staff planning sessions
- Ensure new OCUA member accounts are vetted and approved in a timely fashion
- Work as the connection between OCUA and OU (Ontario Ultimate)



Ontario Ultimate Operations Manager

Business Development & Operations

- Under the strategic guidance of the Board of Directors, manages the day-to-day operations to grow the organization.
- Liaises with members, potential members, program participants, athletes; (Member relations)
- Liaises with Ultimate Canada and other stakeholders, e.g. government of Ontario, sports associations, etc;
- Manages insurance needs for members on an annual basis;
- Invoices and collects membership fees;
- Organizes monthly Board of Directors meetings as well as annual Membership meetings (ex: AGM) in a virtual setting;
- Prepares reports, budgets and recommendations for the Board;
- Identifies and secures new funding sources, new members and markets, develops partnerships, programs and other growth opportunities under the strategic guidance of the Board;
- Drives a variety of projects forward as requested by the Board of Directors (e.g. PSO status, juniors/youth development, coaching).
- Prepare grants (staffing, event, etc..)
- Volunteer management

Communications & Marketing

Manages the communications and marketing needs of the organization:

- Acts as a primary point of contact for the organization, manages general inquiry inboxes, e.g. email but also social media inboxes.
- Implements strategic communications plan created with the support of the Board of Directors;
- Appropriately utilizes website, email marketing, social media channels to grow the organization (e.g. updates website, prepares regular e-newsletters and email communications, posts regularly to social media, engages with stakeholders on platforms);

Event Planning

Manages the planning and execution of a variety of events across the province, including but not limited to: tournaments (~3/yr), training clinics (~4/yr), in-person meetings/retreats/conferences (~1-2/yr).

- Prepares and manages event budgets;
- Manages all logistics including venues, equipment/materials, volunteers;
- Liaises and communicates with stakeholders as needed for a successful event (OU Board of Directors, Ultimate Canada staff and volunteers, learning facilitators, participants/players, observers, vendors, etc);
- Ensures effective marketing of events and prompt availability of accurate event information;
- Prepare post-event reports including recommendations for future events;
- Is present on-site for the duration of events, including setup and take down.



Salary, Benefits & Hours

- The Employee will be paid a gross annual salary of \$50,000 (\$25,000 per organization). This is subject to statutory deductions and inclusive of any statutory vacation pay to which the Employee may be entitled.
- Upon completion of the three-month probationary period, the Employee will be eligible for benefits in accordance with the Employer's benefit plan.
- While employed by the Employer, the Employee is obliged to work an average of (40) hours total each week. The Employer and Employee acknowledge that the Employee will be working for Ontario Ultimate for (20) hours per week and OCUA (20 hours per week) on average. Some weeks will vary depending on schedule.

Please send your resume and cover letter to jeremy@ocua.ca & sandrashannon@ontarioultimate.ca