



Nepean Hotspurs Soccer Club

Position Title:	Administrative Assistant - Summer Student (Marketing/Communications)
Reports to:	General Manager
Location:	Ottawa, Ontario
Employment type:	30 hours per week

The Nepean Hotspurs Soccer Club is looking for an individual interested in gaining valuable work experience in the sports industry. It is desired that this person be a post-secondary student. This person should be able to multi-task while being detail oriented. This person should be able to work well in a team environment as well as independently.

Duties & Responsibilities

- Assist in and development of content for all Hotspurs' communication platforms including social media, websites, and newsletters
- Research potential sponsorship and marketing opportunities
- Development of event specific communication and marketing plans and/or materials
- Assist in the organization and delivering of events, community programming, marketing, communications, and volunteer management with tasks as needed.
- Assist with all sales, presentations and community activities as needed
- Represent the Hotspurs on-site throughout the community as required
- Assist on-site at all NHSC events as needed
- Assisting the Office Staff on day-to-day activities by performing a variety of administrative and tactical tasks
 - Filling correspondence
 - Labeling
 - Photocopying
 - Scan documents and create electronic files
- Communication with the public in person and over the phone
- Recording and retrieving voice messages
- Completing uniform/equipment sales including preparation of purchase receipts
- Making debit/credit transactions; handling cheques and/or cash payments
- Complete Player registrations and process payments
- Clean up around the office
- Assist with Uniform distribution

Experience and Qualifications

- Pursuing a post-secondary education preferably in sport management, business administration or equivalent combination of experience and education;
- Strong leadership and team skills, as well as office experience;
- Strong communication skills, both written and oral;



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- Strong project management skills and knowledge of Microsoft suite of products, database programs, internet, email, social media.
- Capable of working independently and as part of a team to achieve overall goals and targets
- Customer service skills
- Detailed oriented and ability to multitask
- Sport and/or Event planning experience an asset

Compensation and Working Conditions:

Compensation will be \$16.00/hour. The candidate(s) may have to work approximately one evening and/or weekend a month. Anticipated start date is May 1st, 2017. The successful candidate(s) would be expected to work until the end of August.

As a condition of an offer of employment, the successful applicant must submit to a police records check for the vulnerable sector.

Application Process:

- Applications are due by Wednesday April 5th at 4pm.
- To apply, please submit your resume to: manager@nepeanhotspurs.ca
- Please put the job title in your subject line. Please no phone calls or drop ins.
- *We thank all applicants, but only selected for interviews will be contacted.*