



LACROSSE CANADA
CROSSE CANADA

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LACROSSE.CA
HOUSE OF SPORT, RA CENTRE
2451 RIVERSIDE DRIVE
OTTAWA, ON K1H 7X7

ADMINISTRATION COORDINATOR

Lacrosse Canada (LC) is seeking a candidate to fill the full-time position of Administration Coordinator with the ability to work in the Durham Region, Ontario and with the flexibility to work remotely. The anticipated start date for the chosen candidate is **March 1, 2024**.

ABOUT LACROSSE CANADA Founded in 1867, Lacrosse Canada is the governing body responsible for all aspects of lacrosse in Canada. Our organization is comprised of 10 Member Associations representing nearly 85,000 individual participants, including coaches, officials, and athletes of all ages and abilities. Lacrosse Canada's mission is to honour the sport of lacrosse and its unique nation-building heritage, by engaging our members, leading our partners, and providing opportunities for all Canadians to participate. Lacrosse Canada oversees the delivery of numerous national championships and the participation of Team Canada at all international events sanctioned by World Lacrosse. Lacrosse Canada is proud to be affiliated with partners that share the same vision and values, including our corporate partners—Nike, NormaTec Recovery Systems, Canadian Red Cross, WestJet, OPRO, RockTape and Baron Rings—as well as our funding partners the Government of Canada, the Coaching Association of Canada, and the Canadian Lacrosse Foundation

PURPOSE:

The Administration Coordinator is responsible for performing the day-to-day administrative duties and needs of Lacrosse Canada. These duties include, but are not limited to, answering, and directing phone calls, answering, and directing e-mails, processing mail, processing and shipping orders, tracking, and controlling the inventory of resources, administration of national championships, and planning meetings. The Administration Coordinator will also assist the Executive Director to ensure that all aspects of office administration are working effectively.

The Administration Coordinator will liaise with the following on an ongoing basis:

- a) Member Associations
- b) LC Sector and Committee Chairs
- c) Directors, in accordance with their portfolios
- d) National Team Chair and Directors
- e) National Championship Host Committees
- f) Canadian Lacrosse Hall of Fame
- g) Coaches, Officials, Athletes



REPORTING STRUCTURE:

The Administration Coordinator reports to the Executive Director.

DUTIES & RESPONSIBILITIES (May entail):

Administration

- Correspondence and member mail-outs
- Communicate with IT contractor on an as needed basis
- Maintain and track office inventory and supplies
- Responsible for communications with vendors on an as needed basis
- Processing poster/print requests
- Shipping rulebooks and manuals, as well as other items that need to be sent out
- Booking conference calls
- Booking travel & accommodations for Board, Sector Chairs and Staff
- Photocopier maintenance and supplies
- Responsible for processing and tracking all Player Transfers
- Point person for all player movement questions
- Responsible for reviewing all MA Negotiation Lists to eliminate all duplications and compilation/distribution of LC Master Negotiation List
- Maintaining updates to Player Suspension List
- Point person for Discipline and Appeals administration (e.g. communication of documents, set up of meetings and hearings, communication of results, etc.)
- Communicate with Member Associations, Board Members, Sector and Committee Chairs, Teams, and Coaches
- Canadian Lacrosse Foundation administration pursuant to contract between CLA and CLF
- Grants – Working with LC Staff on grants for Domestic Development, National Championships & National Teams
- Sport Canada Funding Applications Administration (Core Funding, Safe Sport, Gender Equity)
- Safe Sport Administration – Safe Sport Contact in LC Office, OSIC Administration
- Complete other duties as assigned by the Executive Director or Board of Directors



Meetings of the Association

- Attend weekly staff meetings to review monthly objectives and reports
- Attend the meetings of the Associations
- Book travel for all Board Members and Sector Chairs attending meetings
- Communicate and coordinate requirements with Host MA
- Design, prepare and distribute the meeting documentation for the Semi-Annual and Annual Meetings
- Circulate information/documents to the members
- Take and distribute minutes from the Semi-Annual Meeting, Annual Meeting, and Board of Directors meetings
- Ensure that staff, board, sector chairs, national team personnel and volunteer program managers are familiar with and abide by all accounting procedures and financial policies.

National Championships Administration

- Correspondence to Member Associations of deadlines
- Create and distribute national championship sanction letters
- Maintain ongoing communication with national championship hosts;
- Compiling and distribution of shipments to Hosts (e.g.: trophies, medals, balls, etc.)
- Ensure financial and post-event reports are submitted in a timely manner
- Manage revisions to the National Championship Hosting Guide and Convenors Guide as needed

QUALIFICATIONS

- Post-Secondary education in Office Administration or related field
- Ideally 3-5 years of experience in an administrative position
- Bilingualism is considered an asset
- Ability to multi-task in a fast-paced environment/Strong organizational skills and attention to detail
- Ability to learn new systems and tools quickly
- Strong oral and written communication skills
- Demonstrated ability to take initiative, work independently, and work as part of a team
- Ability to handle sensitive information in a professional and confidential manner
- Able to think critically and be a problem solver
- Strong ability to communicate with and to manage volunteer committees
- Experience working with volunteers in a non-profit organization
- Intermediate knowledge of MS Office software (Word, Excel, Outlook)

ADDITIONAL JOB REQUIREMENTS:

- Able to work some weeknights and weekends (as required)
- Overtime as required
- Occasional travel within North America to attend meetings or events
- Knowledge of Lacrosse is an asset



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SALARY AND BENEFITS:

Salary to commensurate with experience. A comprehensive benefits package will be offered as a part of the compensation package.

APPLICATION DEADLINE:

All applications (including cover letter and resume) should be submitted to Terry Rayner by email before **February 16th 4:00PM EST**. We thank all those who apply, however only those selected for further consideration will be contacted. This position is financially supported by Sport Canada.

Terry Rayner

Interim Executive Director

Lacrosse Canada

Email: terry@lacrosse.ca

Phone: 905-626-6904