

## **Job Description:**

### **Summer Intern: Event Coordinator**

#### **Description:**

Reporting to the Business Manager, Events Operation Facilitator and Events Operations Specialist the Summer Intern Event Coordinator is responsible for the delivery and support of cycling sports identified in the Ontario Cycling events strategy. The responsibilities will include, but are not limited to, direct event support at cycling events across Ontario, logistics, monitoring and reporting of sanctioned events and activities, collecting and analyzing data from participant surveys, and ensuring events are run within the sanctioning regulations of the sport.

The position is in-person and based at the Mattamy National Cycling Centre Velodrome in Milton, Ontario.

#### **Organizational Scope:**

Ontario Cycling (OC) is the recognized authority by Cycling Canada on all aspects of cycling in Ontario including Mountain Bike, Para-Cycling, Road, Track, and BMX. All staff are employed by the OC to facilitate achievement of its long-term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

The OC receives financial contributions from the provincial government and other agencies, organizations, and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities, and services are operated within the limitations established in an annual operating budget approved by the Board of Directors.

OC staff are responsible for the management and administration of the association's finances and providing of administrative support to all association activity.

## **Core Responsibilities:**

- Act as an OC representative and brand ambassador at cycling events sanctioned by Ontario Cycling, which may include Saturdays and Sundays, and travel in the province.
- Assist in organizing the lead up to OC events for Mountain Bike and Road event day support at OC sanctioned events for Mountain Bike, Road.
- Communicate with event organizers to ensure sanctioning regulation compliance, collection and vetting of registration data, and managing concerns and emerging risks through the planning and execution of sanctioned events.
- Assist in tracking, processing, and fulfilling information inquiries received from OC members, event organizers, and stakeholders.
- Assist in the analyzing and compiling of social media reports.
- Event day social media coverage, including photography and result posting.
- Lead the tracking and analysis of the Ontario Youth Series, Ontario Cup points and statistics.
- Analysis and reporting of the Ontario Cycling participant surveys.
- Create and publish event reports following each Ontario Cycling Ontario Cup.
- Assist with various administrative tasks including, but not limited to, answering phones, filing, processing resource orders, and inventory tracking.

## **Qualifications:**

- Post-secondary education in sport/recreation management, event hosting, recreation, or another applicable related field
- Ability to operate under a flexible schedule including weekends. Please note that if work is scheduled on a weekend, the employee is provided with a day off during the regular work week to compensate.
- Access to a vehicle and valid driver's license
- Knowledge/experience of Provincial Sport Organizations is considered an asset.
- Proficient in Microsoft applications
- Strong communication skills (written/oral)

- Ability to multi-task in a fast-paced environment and balance the work across multiple departments.
- Strong customer service skills.
- Self-motivated and accountable for results; takes initiative and ownership of tasks.
- Superior organizational skills in planning and completing projects within set deadlines; high attention to detail and accuracy.
- Demonstrated member focus. Ability to anticipate member's needs and proactively search for solutions to ensure expectations are met and exceeded.

**Position Type:**

Summer Intern

Location: Mattamy National Cycling Centre, Milton, Ontario