

Programs Assistant

Looking for a creative, detail-oriented and project driven individual that is capable of multi-tasking and managing short and long-term objectives.

In this position the candidate will support the development and execution of club programs, lead the development and implementation of e-learning projects and work as part of a team to plan a national awareness campaign.

All employees must be aware that as an employee of Wheelchair Basketball Canada (WBC), they are an ambassador of the association to the WBC membership, and to the national and international sport community and must represent the association in a professional and appropriate manner at all times.

Contract Terms:

- 8 weeks (June 12 - August 8, 2025)
- \$17.20/hour, 35 hours/week
- Virtual position, based in Ottawa, ON (virtual office with some in-person events)
- Occasional evening and weekend hours may be required
- Travel may be required
- Full-time summer student contract

Responsibilities

- Support the development and sustainability of grassroots programming
 - Assist in the planning, delivery and evaluation of grassroots initiatives across Canada
 - Coordinate community outreach to raise awareness and recruit participants
 - Design collateral materials to assist clubs in promoting events and effectively reaching target groups
- Expand WBC's e-learning library
 - Recommend and implement two e-learning resources that support grassroots development of wheelchair basketball
 - Create and disseminate materials to promote new resources to wheelchair basketball community and others
- Develop e-learning resources to support officials' development
 - Create a series of interactive e-learning resources to support Officials' development
 - Review archived exams and collaborate with subject experts to ensure accuracy and relevance of content

- Gather and incorporate user feedback to improve effectiveness and user experience.
- Create a live database for sport chair inventory
 - Conduct a national scan to identify the location, condition and utilization of sport wheelchairs
 - Organize and update a chair inventory database to support equipment tracking and planning
- Contribute to monthly partner updates
- Assist in day-to-day operations of multiple departments
- The Programs Assistant shall also undertake other tasks, activities and responsibilities to fulfill the responsibilities of the position, and as agreed to with the Membership Coordinator and Director of Development

Qualifications

- A passion for sport
- Currently enrolled in post-secondary education or experience in sport administration
- Excellent written and verbal communication and presentation skills
- Demonstrates organizational, interpersonal, time management and problem solving skills
- Creative mindset with experience in content creation
- Ability to take direction and multi-task in a fast-paced environment
- Team player with ability to work independently and take initiative
- Proficiency with computers, technology and the internet

Qualifications Considered an Asset

- Experience with WordPress, Canva, Adobe and e-learning software
- Experience working in a sport environment
- Experience with event/program administration
- Oral and written fluency in French
- Background in marketing and/or communications

Eligibility Requirements

- Between 15 and 30 years of age (inclusive) at the start of employment
- A Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- All employees will need to submit a Police Record Check with Vulnerable Sector Screen





- As this job requires travel, you must have access to a smartphone and have a valid driver's license

The application deadline is **May 14, 2025**. Applicants will be considered on a rolling basis. Applications must include a cover letter in addition to a resume. Only those candidates selected for an interview will be contacted.

Please send your application to the attention of:

Kathleen O'Nyon
Membership Coordinator
Wheelchair Basketball Canada
konyon@wheelchairbasketball.ca

About Wheelchair Basketball Canada

Wheelchair Basketball Canada is the national sports governing body responsible for the organization of the sport in Canada. It is a non-profit, charitable organization that is committed to excellence in the development, support and promotion of wheelchair basketball programs and services for all Canadians from grassroots to high performance. Wheelchair basketball is a fast-paced, hard-hitting, competitive sport in which Canada is held in high esteem around the world for winning a combined six gold, one silver, and one bronze medal in the last seven Paralympic Games.

Wheelchair Basketball Canada is committed to creating an inclusive and diverse work environment free from discrimination and harassment so that all employees have the opportunity to reach their full potential. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

For more information, visit: www.wheelchairbasketball.ca.

