



Administrative Coordinator

About Squash Canada

Founded in 1913, Squash Canada is a non-profit, national sport association responsible for the development of athletes, coaches and officials and sets the standards for Canadian Squash. Squash Canada is a proud member of the Pan American and World Squash Federations and participates in the Pan Am Championships, Commonwealth Games, Pan Am Games and World Championships at the junior and senior level. Each year Squash Canada hosts nine national championships across the country and works with its Provincial/Territorial partners to promote the growth and development of squash across the country. With Squash's inclusion into the LA 2028 Olympic program, Squash in Canada is entering a growth stage, including our important international and domestic event program. It is an exciting time for the sport and the successful Administration Coordinator will play a key role as Squash Canada enters its Olympic era.

Position Overview

The **Administrative Coordinator** will provide support to Squash Canada. This position plays a key role in ensuring the smooth day-to-day functioning of the office and supports a wide range of organizational activities, from financial processing and customer service to national team coordination and Safe Sport compliance

Reporting Relationship

The position reports to the CEO.

Responsibilities

- **Office Administration:** Oversee daily administrative operations, including scheduling, correspondence, file management, and general office upkeep.
- **Receivables and Payables:** Manage incoming and outgoing payments, including invoice processing, reconciliation, and financial tracking.
- **Office and Merchandise Management:** Maintain inventory and oversee ordering, tracking, and distribution of office supplies and merchandise.
- **Meeting Support:** Schedule meetings, prepare agendas, take accurate minutes, and distribute meeting notes and action items.
- **Financial and Government Reporting:** Prepare and submit regular financial reports, as well as required filings to government and funding agencies.
- **IT Coordination:** Provide basic IT support and coordinate with external providers to address technical issues or system updates.
- **Customer Service:** Respond to inquiries from stakeholders, members, and the public in a professional and timely manner.
- **Safe Sport and Coaching Management:** Support Safe Sport compliance, including coach registration, screening, and education tracking.
- **National Team Coordination:** Assist with logistics, travel planning, communication, and administrative support for national team programs and athletes.

Working Conditions

- Squash Canada office (Proctor Field House, Glendon Campus, York University, 2275 Bayview Avenue, Suite 106B, Toronto, ON M4N 3M6).
- This position is a minimum 4 days in office or Squash Environment is required.
- Some domestic travel is required in this position.
- Occasional weekend and evening work will be required, largely around meetings and events.
- Full time (40 hours per week). As a professional position, overtime will not be paid. However, time off in lieu of hours worked will be available.



- Some lifting of boxes, shipments, displays of less than 50 pounds is required.

Desired Qualifications

The ideal candidate will possess the following attributes:

- Excellent administrative and organizational skills.
- Completed a post-secondary program.
- Background in sport management, business, communications, or related field.
- Willingness to learn, demonstrated work ethic, ability to work independently and in a team environment, and adaptable to a remote work environment as required.

Compensation

A base salary range of \$45,000 to \$53,000 is being offered with potential for benefits and completion bonus.

If you are interested in applying, please email resume and cover letter to Gabby Amoroso, Sport Program Administration Coordinator at eventcoordinator@squash.ca by August 10th at Noon ET.