



Ottawa Carleton Ultimate Association

Special Events Manager

JOB DESCRIPTION

POSITION:	Special Events Manager
REPORTS TO:	Executive Director
TERM:	Full-time
HOURS:	Variable schedule; roughly 40 hours per week
SALARY:	\$40,000+ with comprehensive benefits and performance bonus
LOCATION:	Ottawa, Ontario, Canada

JOB FUNCTION

Looking for your dream job working in a sports management environment? Ottawa-Carleton Ultimate Association (OCUA) employs energetic, creative, and systematic people that are passionate about Ultimate Frisbee, sports, recreation, and events. As one of the world's largest Ultimate leagues, OCUA is looking for that special someone with a background in sports management. If you are as passionate on the field as you are off, then this is the perfect job for you. The ideal candidate is someone that has experience running large scale special events, engaging and managing volunteers, and working with youth.

DUTIES AND RESPONSIBILITIES

You will be OCUA's primary events staff as well as the main contact for OCUA volunteers. You will be working as part of a 3-person team and report directly to the Executive Director:

- **Event Management:** Primary lead for OCUA special events, such as No Borders Ultimate Tournament, Summer League Playoffs, Captains Meeting, Hat Tournaments, School Tournaments, Clinics, Godzilla Championship, Youth Festivals, and more.
- **Event Financial Management:** Responsible for registration, budgeting, procurement, and other financial aspects of OCUA special events.
- **Volunteer Management:** Primary manager of OCUA volunteers, including tracking through Better Impact and engaging, recruiting, and thanking OCUA's 200+ volunteers.
- **Youth & Junior Leagues:** Assist with operations of youth & junior leagues, including support for volunteers and coaches.
- **Outreach Programs:** Responsible for the execution and development of OCUA's outreach programs and events.
- **Member Engagement:** Manage membership engagement projects, such as contests, volunteer appreciation, and hall of fame committee.
- **Procurement & Administration:** Assist with general office administration.



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QUALIFICATIONS

The successful candidate will possess the following qualifications:

- Excellent communications skills: written and oral
- Bachelor's degree or equivalent years' work experience
- Special event management experience
- Experience managing and working with volunteers
- Knowledge of the sport of Ultimate
- Experience working with youth
- Technical adeptness [MS Office, Internet, Social Media]
- Access to an automobile and a G license
- Ability to lift 50 pounds, such as tournament supplies
- Creative, positive, self-motivated and able to work autonomously
- Ability to adapt to a flexible work schedule including evenings and weekends
- Energetic, enthusiastic, and passionate about your work

The following assets are considered desirable:

- Experience working with OCUA as a league volunteer
- Knowledge of working in a not-for-profit sports organization reliant on volunteerism
- NCCP training
- The ability to communicate verbally and in writing in both official languages

Interested? To apply, please email your CV and cover letter to the attention of Christopher Castonguay, Executive Director at hiring@ocua.ca by 11:59pm July 13, 2018. No applications will be considered after this deadline.



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About OCUA

At OCUA, we love Ultimate, and we want everyone else to love it too! Our goal is to promote the sport of Ultimate in the Ottawa region. We run leagues and tournaments, and operate the world's first multi-field facility designed specifically for Ultimate. We currently have roughly 4,000 members, and our summer league is among the largest in the world!

- **Our Mission:** To organize and promote the growth and development of the sport of Ultimate throughout the Ottawa-Carleton region.
- **Our Vision:** The Ottawa-Carleton Ultimate Association aspires to be the leading Ultimate organization that supports its members in reaching their desired level of play in a top-quality environment.
- **Our Values:** Spirit of the Game – Community Experience – Opportunities to play, learn, and develop – Responsible to the membership – Financial Accountability – Sustainable growth – Field Stewardship – Paying it Forward
- **Our Slogan:** The greatest sport. The Ultimate people.