

Program Coordinator Assistant

The **Ontario Table Tennis Association (OTTA)** is looking for an energetic and well organized young person/student to fill the summer employment position of program coordinator assistant.

Job location: Ottawa

The successful candidate will

- Assist the OTTA Executive to plan programming for its operating plan for 2010/11
- Establish an operating plan with the OTTA Executive for Long Term Athlete Development implementation
- Assist the OTTA Executive with communication for Canada Winter Games preparation
- Assist the OTTA Executive with general OTTA work
- Assist the OTTA in updating its website and improving general communication
- other related duties

Qualifications:

- undergraduate college/university student
- must be resident of Ontario and be eligible to work in Canada
- foreign students on a visa with a temporary SIN card are not eligible.
- basic knowledge of word processing, spreadsheet, internet
- basic web page creation knowledge is an asset
- experience in the Canadian Sport system is an asset
- good working knowledge in English

Compensation for Seven Weeks:

Minimum wage - \$10.25/hour with 36.25 hours per week.

You may submit your application by e-mail to

“Program Coordinator Assistant”
Ontario Table Tennis Association
PO Box 40177 – 2515 Bank St
Ottawa, K1V 0W8

e-mail:
margueritejane@gmail.com

Application deadline: June 7, 2010

This Summer Experience Program 2010 is supported by Province of Ontario