



Position:

Administrative Assistant / Logistics Coordinator

Targeted Start Date: December 7th, 2020

Job Description:

Status & Working Conditions: Full time Employee (some evening and weekend work may be involved); 37.5 hours weekly; normal office hours are 9 AM to 5 PM.

The Employee will normally be working at:

Karate Canada Office
Canadian Olympic Committee
500 Boul. René-Lévesque Ouest
Montréal QC H1W 2Z7

(Please note:

Karate Canada currently only has limited access to its physical office space due to the ongoing COVID-19 pandemic, and all Karate Canada staff are therefore required to work from home (virtual office) until further notice.)

Salary Range: \$38,000 to \$45,000 yearly, according to experience.

Nature of the Position:

Karate Canada is the national sport governing body for the sport of karate in Canada. The Association is seeking a dynamic Administrative Assistant / Logistics Coordinator to provide administrative support for daily office operations, for financial management and for Karate Canada National Team Program logistics. The main roles of the Administrative Assistant / Logistics Coordinator are to ensure efficient and timely operations of the office, to successfully handle all bookkeeping and day-to-day financial operations, and to oversee National Team program-related logistics (and other logistics as required), to support and enhance the work of the organization. The Administrative Assistant / Logistics Coordinator will work under the supervision of the Executive Director, and collaborate with the Programs Manager, Events Manager, High Performance Director, National Team Head / Lead Coaches, Treasurer (if /as needed) and other staff and / or volunteers.

All staff are employed or contracted by Karate Canada to facilitate achievement of its long-term vision and planned annual targets. All personnel and contractors are required to operate within the policies and procedures established by the Association's volunteer Board of Directors and are expected to act consistently with the Association's values.

Key Duties and Responsibilities:

Reporting and being accountable to the Executive Director, the Administrative Assistant / Logistics Coordinator's key responsibilities will include, but may not be limited to:

General / Administrative / Office Support

- Monitoring Karate Canada 's general inbox and telephone and direct to the appropriate staff person or volunteer, and respond to general inquiries.
- Coordinating National Office operations:
 - incoming and outgoing mail
 - office supplies & KC inventory
 - office hardware & software
 - maintaining office files & KC service agreements
- Developing and maintaining a system for tracking relevant committee meetings and agendas
- Supporting the work of the Executive Director and of various Committees with timely meeting reminders, recording of minutes and distribution of materials
- Other tasks required for the smooth and efficient running of the office

Bookkeeping:

- Day-to-day accounting and financial operations using Simply Accounting, including:
 - maintaining chart of accounts
 - accounts receivables, invoicing and bank deposits
 - accounts payable and expense claims
 - e-commerce activities supporting credit card and cheque payments
 - monthly bank & credit card reconciliation

- bi-weekly payroll & payroll taxes
- Preparing monthly, quarterly and year-end financial reports (including, in conjunction with the Executive Director, identification of variances from budget and recommendations).
- Federal and provincial regulatory filings and financial reporting for external funding agencies ensuring compliance with government regulations (incl. tax refund claims, tax remittances, workers' compensations, pensions and other government forms).
- Assisting with preparation of funding partner reports.
- Preparing for and supporting the auditor during the annual audit and any other special audits or reviews that may occur from time to time.
- Ensuring compliance with KC policies and procedures, internal / external controls and security requirements.

National Team Logistics

- Monitoring and up-keep of a National Team Roster athlete, coaching and IST (Integrated Support Team) staff database
- Jointly with High Performance Director, ensuring timely updates and tracking of National Team Roster athletes' cumulative ranking points and status
- Coordinating all logistical aspects of the National Teams' and Referees' participation in international competitions and domestic events, in conjunction with High Performance Director, National Team Head / Lead Coaches and other staff (this includes venues, travel, accommodations, registrations, supervision of athlete funding, communications with team, attendance tracking invoicing and tracking, team clothing, etc.)
- In close collaboration with the Executive Director and High Performance Director, and in collaboration with Canadian Sport Centres, help develop plans and coordinating budgets for IST services for all National Teams
- Liaising, as point of contact, with Canadian Centre for Ethics in Sport and ensuring that KC athletes are in compliance with anti-doping requirements
- Under direct leadership of the Executive Director and High Performance Director, coordinating and implementing educational opportunities for National Team Coaching Staff

Qualifications:

- Degree or diploma in bookkeeping, business, administration or related studies from a recognized post-secondary institution.
- Minimum 2-3 years of relevant experience in finance, administration, and reporting.
- Proven skills with MS Office, databases and Simply Accounting or similar accounting software
- Practical experience with financial statements and reports preparation
- Superior organizational and time management skills with a strong ability to multi-task effectively and to work under time constraints and deadlines
- Accuracy, attention to detail and constant desire to stay up to date
- Knowledge and experience in the operation of not-for-profits and the Canadian sport system is an asset.
- Knowledge and experience with federal and provincial statutes governing the charitable sector
- Strong analytical and problem solving skills, with ability to follow through on tasks,
- Ability to work independently and proactively, and in a team environment
- Fully bilingual (English and French), with strong verbal and written communication skills

Applicants:

Qualified applicants are invited to submit their applications and resume in confidence, **no later than November 15th 2020**, to:

Olivier Pineau, Executive Director

Olivier@karatecanada.org

We thank all the applicants for their interest. Please note that only those candidates selected for an interview will be contacted.

Karate Canada is committed to creating an inclusive and diverse work environment and is proud to be 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.

This position is made possible with the financial support from the Government of Canada.