



WANTED - Part Time Administrator with the Toronto Rugby Union

The Toronto Rugby Union is seeking a part time administrator to work with our executive team for the upcoming year. The successful candidate will answer directly to the President but will also have duties with various members of the board.

Work description as follows:

- 1) Perform administrative duties such as creating and updating email lists
- 2) Manage all incoming emails from Toronto info and respond/redirect all inquiries
- 3) Input all data for league schedules
- 4) Organize field permits if required
- 5) Work with website manager to ensure social media posts are up to date (Facebook, Twitter, and Instagram etc.)
- 6) Prepare and send out newsletter every 2 months
- 7) File red card reports in system
- 8) Create data filing systems on back up hard drives
- 9) Update scores in for all teams into league management system
- 10) Assist TRU rep programs with organizing travel, finding field rentals and ordering kits.

Requirements for position:

- Candidate must be available year round for an average of 10hrs per week (May vary given time of year)
- Candidate must be able to invoice the TRU for services rendered bi weekly or monthly
- Candidate must be able to work well on their own as most of the required work can be done from a home/personal office.
- Candidate must be able to work on their own laptop/computer. (TRU will provide portable jump drives for filing systems)

Assets for position:

- Have a passion for the game of rugby
- Have previous experience at an executive level in a non-profit sports organization

Remuneration:

- ❖ TRU will pay \$18.00/hour to the successful candidate to a maximum of 500 hrs within the year based on 50 weeks at 10hrs/week.
- ❖ TRU will also provide a phone allowance fee and a small office expense allowance (To be discussed)

If interested in the position, e-mail your resume to: PRESIDENT@TORONTORUGBY.CA

Applications will be received until Friday March 10, 2017 by 4:00 p.m. EST