



## HOCKEY NORTHWESTERN ONTARIO (HNO)

### JOB POSTING

**Position:** Executive Director

**Location:** Thunder Bay, ON

**Reports to:** President

**Status:** Full Time

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 years

**Application Deadline:** May 6th, 2022

**Salary Range:** \$62,000 to \$68,000

**Benefits:** Yes

#### THE ORGANIZATION:

Hockey Northwestern Ontario (HNO) is one of thirteen members of Hockey Canada, governing amateur hockey from White River to the Manitoba border (an area the size of France). HNO is a not-for-profit organization with members in minor, junior, senior and university hockey with over 5,000 registered participants yearly. HNO is one of three Provincial Sport Organizations (PSO) for Co-ed hockey in the province of Ontario. Hockey Northwestern Ontario delivers development programming, unified rules and regulations to our membership and various other membership service including Championships and Program of Excellence camps. HNO's mission statement is lead, promote and encourage positive hockey experiences.

#### POSITION SUMMARY

The Executive Director (ED) shall be responsible for the interpretation and implementation of policies relative to the day to day operations of the organization. The ED shall be responsible to the HNO President and Executive.

#### ROLE

1. A planner in co-operations with a volunteer board of directors in terms of policy direction, objectives and programs for members.
2. A resource in the formation of organizational decisions at the Board and Committee levels.
3. An implementer in terms of carrying out the approved policies and programs.
4. An administrator in ensuring that the affairs of the organization are conducted in professional and efficient manner
5. To strictly follow the constitution and advise the membership of the same

#### KEY RESPONSIBILITIES

- Manage the overall operations of the organization and office staff members
- Manage and direct the fiscal operations including the budget process, authorizing expenditures within the fiscal policy



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- Interpret and communicate by-laws, regulations and policy changes for membership
- Act as a staff resource to committee, including a lead role in strategic planning
- Responsible for marketing including social media, webmaster and media contact
- Serve as the organization's registrar with Hockey Canada including player transfers and team approvals
- Coordinating the planning and execution of committees, director and annual meetings including logistics, travel, food and beverage
- Develop and present reports on operations for directors and the annual meeting
- Hockey Canada Registration appeals / HNO appeals
- Complaint resolution and coordination
- Liaison with Tournament Committees for Branch, Provincial, Regional and National Championships
- Work in collaboration with the stakeholders including Hockey Canada, the other members of Hockey Canada, Ministry of Tourism, Culture and Sport and the Hockey Trainers Certification Program in Ontario
- Assist in any other matter as prescribed by the HNO President
- Attend HNO Director and Annual Meetings
- Attend any committee meetings as required
- Attend Hockey Canada meetings (Congress, Member Forum and Operational Meetings)
- Attend zone meetings as required
- Attend any meeting at the request of the HNO President

### **ESSENTIAL SKILLS**

- Post-secondary education in a related field such as Sport Management, Bachelor of Commerce or an equivalent combination of training, experience and/or education
- Minimum five years' experience in a sports administration or a related field
- Self- Starter with strong interpersonal, organizational and communication skills
- Proven ability to manage multiple tasks and projects with strict deadlines
- Experience managing financials
- Experience managing staff
- Comfortable making presentations (oral or written)
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint)
- Experience marketing through the web and social media
- Proven ability to make value-based decisions
- Ability to work in a team environment
- Ability to work with volunteers and employees



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- Strong hockey knowledge
- Understanding of Hockey Canada/ HNO operations will be considered an asset
- Ability to work evenings and weekends during peak times of the year

**Qualified applicants are asked to submit their resume as a MS Word document in an email attachment and salary expectations:**

**By Friday May 6<sup>th</sup>, 2022 by 4pm (Eastern Time) to  
Hiring Committee**

**[jayperrier1973@gmail.com](mailto:jayperrier1973@gmail.com)**

**Only those selected for interview will be contacted. No phone calls.**