



Ontario 5 Pin Bowlers' Association

3 Concorde Gate, Suite #302, Toronto M3C 3N7

Phone: 416-426-7167

EMPLOYMENT OPPORTUNITY

EVENTS CO-ORDINATOR

May 12, 2011

The Ontario 5 Pin Bowlers' Association, a provincial sport organization, has an immediate opening in its sports facility for a yearly contracted, part-time, experienced Events Coordinator.

Working in a fast paced business environment, the ideal candidate will have background experience in administration, be highly organized with a demonstrated ability to manage multiple tasks and organize information and files. As well, candidates should be skilled in a wide variety of windows-based software applications with advanced word processing, spreadsheet and presentation abilities.

This position will necessitate a proven ability to develop and foster contacts with our volunteer base in a support role. Excellent oral and written communication skills and the ability to work in a team environment are definite assets. Experience in working with event co-ordination such as hotel availability, costs for provincial venues, banquet and reception co-ordination and logistics, travel investigations, are essential.

Interested applicants must submit their resume and accompanying cover letter electronically in PDF to jobs@o5pba.ca. Resumes accepted until close of business on May 31st, 2011.

The Ontario 5 Pin Bowlers' Association would like to thank all applicants for their interest; however, only those selected for further consideration will be contacted.