

ADMINISTRATIVE ASSISTANT



1 Position - Summer Student

Salary: \$19.50 per hour

Start date: May 4, 2026

End date: August 28, 2026

Hours: 30 to 37.5 Hours per week for 16 to 17 weeks. May include evenings & weekends

*Hours are subject to change based on allotted grant funding

Location: 10 Lady Grey Drive Ottawa ON -Ottawa River

Ability to work remotely and/or in person

Application Deadline: April 13, 2026

JOB SUMMARY

Reporting to the ORC Administrator, the **Administrative Assistant** will support ORC Employees, Coaches and Volunteers in two key administrative operations.

The primary role of the Administrative Assistant is to coordinate Volunteers for a wide range of ORC's programs and daily operations. This includes managing a volunteer database, engaging with program leads to establish volunteer requirements, communicating with volunteers about recruiting, scheduling, etc. A key task within volunteer coordination is tracking completed volunteer hours to align with ORC's Community Involvement Program.

The second integral role of the Administrative Assistant is to oversee ORC's community-based events. Events including potlucks, ceremonies, and on-water events that require off-water support are integral to member satisfaction and a key function of the Administrative Assistant.

Along with these two key responsibilities, the Administrative Assistant will relieve the ORC Administrator of some foundational operational tasks including but not limited to punch-clock management, calendar and website revisions, member communications, expense report submissions, etc. along with some in-person requirements like assisting with special events, fundraising initiatives, and Club Supervision.

PROFESSIONAL EDUCATION AND EXPERIENCE

- High School Graduate or college/university student
- Post secondary education in business, administration, human resources, event management, etc are preferred.
- Experience in a recreational or sport environment is desirable

CERTIFICATIONS AND LICENSES

- Applicable certifications are an asset

APPLICANT KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Understanding of non-profit operations or competitive sport experience, especially operations reliant on volunteer contribution.
- Basic understanding not-for-profit business operations.
- Insight and experience organizing events.
- Language Requirement: English OR Bilingual competencies written & verbal

Skills

- Proficient in Google Suite programs including sheets, cells, slides, email, etc.
- Operating spreadsheets and website builders.
- Follow verbal and/or written directions/procedures from the Head Coach and Administrator.
- Building schedules for volunteers and employees.
- Communicate effectively using written, verbal, and visual methods.
- Manage time and maintain organization.

Abilities

- Strong attention to detail
- Tactful, kind and patient
- Calm under pressure
- Creative and resourceful
- Reliable and trustworthy
- Flexible and enthusiastic
- Ability to pass a Background Check - the successful candidate will be required to complete a Vulnerable Sector Check with the Police Services

Please send your interest and resume to Adrian - ORC Administrator:

[**rowing@ottawarowingclub.com**](mailto:rowing@ottawarowingclub.com)

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

The Ottawa Rowing Club promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code.