



## Who we are

The future is bright for tennis in Canada, and you will be right in the middle of it all at Tennis Canada! A national sport organization with a mission to lead the growth of tennis in Canada and a vision to become a world-leading tennis nation, Tennis Canada seeks to grow participation across Canada and develop champions on the international stage. Tennis Canada also owns and operates the Rogers Cup presented by National Bank tournaments in Toronto and Montreal, two of the best-run sporting events in the world which annually bring the globe's best tennis players to Canada. In recent years, Canadian tennis has seen historic achievements, with players reaching Grand Slam finals and record high world rankings, and participation and interest on the rise. Join us as we look to build on this exciting momentum and produce even greater results. We are a team of innovators, who are passionate about our work and pursue excellence together every day.

## What we are looking for

### **Coordinator, Tennis Professionals Association & Tournaments**

Reporting to the Manager, Professional and National Events, Tennis Professionals Association your main responsibilities will be to assist with the success of the TPA which includes growing membership, aiding in professional development opportunities, online content management of the database, website and e-store, marketing of the TPA, and executing the day to day administration and customer service responsible of the TPA. You will also support other members of the professional and national events team on administrative and on-site execution, for identified events.

#### TPA Growth & Benefits

- Ensure membership growth via renewals of instructors, club pros, coaches and through new members at indoor clubs;
- Perform annual membership renewal/communication plan;
- Increase utilization of automatic membership renewal process;
- Ensure the promotion of new and existing benefits/services.

#### Professional Development

- Aide in the delivery of Professional Development Opportunities across Canada, including workshops, conferences, courses and awards, in conjunction with PTA's, CF's, Community Dept, TDC etc.;
- Ensure the promotion of TPA events via website, e-blasts, promotional flyers and news stories.

#### Branding/Marketing of TPA

- Execute the branding of TPA through product and promotional items as well as e-blast/web communication;
- Reward and recognize Indoor Clubs who hire only TPA certified staff through gifts, certificates, listing on TPA and PTA sites and other avenues;
- Seek out opportunities for TPA branding/marketing.

#### Web Management & Communication

- Manage the website and the e-store (front-end and back-end);
- Aide in the management of the coaching database, including updating of coach certifications and expiry dates, TPA memberships, member addresses, # of courts, coaches working at indoor clubs, TDC coaches, etc.;
- Communicate through regular newsletters and email service to all members;



- Perform ongoing updates of resources, articles, video clips, interviews and news sections;
- Manage enhancements to web properties.

#### Tournaments

- Assist with tournament administration;
- Assist with the on-site execution of selected events.

#### Administration

- Manage the administration of TPA Strategic and Annual Plans;
- Perform customer service and daily administration.

#### **Who you are**

- University Degree;
- Possess strong administrative and organizational skills and an independent work ethic;
- Positive, passionate and hardworking;
- Excellent relationship building and communication skills, ability to interact effectively with internal and external clients at all levels within the organization;
- Well organized, ability to maintain a number of different projects concurrently;
- Excellent computer skills, knowledge of Microsoft PowerPoint, Word and Excel;
- Ability to work under pressure, maintain tight schedules and work in a dynamic and service-oriented team environment;
- Energetic, self-motivated;
- Knowledge and experience in tennis and coaching (asset).

#### **What's in it for you**

- Be part of a dynamic organization that makes a difference across Canada;
- Get in the game! Join the Rogers Cup team;
- Be part of an innovative, vibrant and passionate team;
- Join the organization that sets the standard and always strives for excellence.

#### **Interested?**

Send us your resume at [resumes@tenniscanada.com](mailto:resumes@tenniscanada.com)