

# Vacancy Notice – Fixed Term Contract

## Administrator – Remote Working

### **The Association**

The *Commercial Gaming Association of Ontario* [CGAO] was formed in 2002 as a not-for-profit organization. It advocates for the commercial sector of the Charitable Gaming Industry within the province of Ontario. Over the years it has broadened its profile both nationally and internationally as an organization and is well regarded on numerous levels.

### **Job Scope**

The role of Administrator is a perfect opportunity for an enthusiastic driven individual to work alongside the CGAO's CEO.

The role is predominantly supporting the CEO in managing the day-to-day operations of the Association that includes the areas of *communication, web-site updates, meeting co-ordination, taking of meeting minutes, reports as required, material preparation and general administration functions*. It requires working closely with the CEO to maximize the performance of the CGAO.

It also requires strong *customer/client service skills* through responding effectively to inquiries and questions raised by external or internal stakeholders.

### **Core Accountabilities**

- Ability to *prepare and develop* materials for CGAO meetings.
- Liaising with internal and external stakeholders through *e-mail, telephone, live chat, and post*.
- Able to develop a *positive rapport* with all stakeholders.
- Ensure that the CEO is always *fully briefed* on key information.
- Review and make recommendations to enhance and develop the CGAO website.
- Operate within budgetary limits.
- Have effective organizational abilities.
- Ability to *draft and prepare communications* for the CEO.
- Able to attend Members Meetings and record minutes/notes (roughly five times year).
- Any reasonable task as related to administration of the Association.

### **Skills Required**

- Experience in dealing with internal and external stakeholders.
- Preferred knowledge of the Gaming Sector.
- Proficient in *Microsoft Outlook, Word, Powerpoint and Excel*.
- Excellent communication skills, both written and oral.
- Ability to operate within a budgetary level.
- Excellent time management and organizational skills.
- Enthusiastic team player with a drive to work independently.
- Ability to come up with ideas/concepts and suggestions/improvement to enhance efficiency and effectiveness of the CGAO.

### **Reporting To & Hours**

- Directly reporting to the CEO.

- Average 30 hours per week – ideally between 9:00am to 3:00pm – but flexible.

**Contract Term and Compensation**

- The Contractual Term will be for a two-year period. (Then the position will be reviewed.)
- The compensation will be a fixed rate amount [to be agreed].
- The successful candidate will work remotely.

**Apply**

- Submit application with current Resume and References to [staffing@cgao.ca](mailto:staffing@cgao.ca).
- Closing date for applications will be 26<sup>th</sup> February 2021
- Only those applicants receiving requests for interview will receive notice

Commercial Gaming Association of Ontario