

TRO's hiring!

We are looking to hire a contractor to support the administration of our R/TRO designation.

As TRO's contract R/TRO Administrator, you will oversee the administrative duties in relation to TRO's R/TRO Designation, a voluntary designation that demonstrates excellence in therapeutic recreation.

If you are an enthusiastic, self-motivated, and detail-oriented person, we would love to meet with you!

About Therapeutic Recreation Ontario (TRO)

Established in 1999, Therapeutic Recreation Ontario (TRO) is the only professional association that represents Therapeutic Recreation (TR) practitioners in the province. Our membership of more than 1,800 includes practitioners, educators and students. We are a virtual organization whose mission is to empower our members and partners through advocacy, professional development, and sustainable growth. We do this by providing quality membership services and setting the standard for excellence in the profession.

Position Summary:

The contract R/TRO Administrator is responsible for overseeing and executing TRO's R/TRO designation process. The R/TRO Administrator will work collaboratively with staff, Board Directors, members, and volunteers to broaden the reach and deepen the impact of the R/TRO designation.

Duties:

All matters related to the R/TRO designation including:

- Responding to all member emails and phone calls in a timely and professional manner (within 2 business days)
- Processing invoices for R/TRO applications including initial applications, maintenance applications, and appeals
- Organizing the review process for the designation
- Communicating to applicants regarding the status of their application
- Updating TRO's database system and tracking documents
- Sending email communications to current designation holders to share reminders and updates
- Generating and organizing PCC transcripts for events including but not limited to; education institution presentations, webinars, and TRO's annual conference
- Other relevant duties as needed

Working Environment:

- As TRO is a virtual organization, a dedicated home office space is necessary
- Approximately 5 hours per work week with occasional evening and weekends
- Providing support to execute TRO's annual conference is expected
- Laptop provided
- A valid driver's license as some travel will be required

Skills and Experience Requirements:

- Minimum 3 - 5 years experience in an administrative role or related experience
- Superior verbal and written communication skills
- Strong interpersonal communication skills with the ability to establish and maintain effective working relationships and partnerships
- Must be self-directed, highly motivated and detail-oriented
- Excellent organizational and project management skills
- Solid ability to use judgment, diplomacy, and tact
- Ability to work collaboratively and adapt to changing priorities
- Proficiency with Microsoft Office programs such as Word, PowerPoint and Excel
- Experience working within a non-profit setting is an asset
- Working knowledge of TRO's R/TRO designation process is an asset

Application Process:

To apply, send a copy of your resume and a brief introduction to: Shae Cameron, Executive Director, ed@trontario.org by Thursday, **July 25**.

TRO is committed to diversity and inclusion and strives to create a welcoming environment for all. We welcome all applications from qualified individuals who share our commitment to diversity and inclusion. This includes individuals who come from communities that have diverse and distinct identities, experiences, and needs. In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), TRO provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time. We thank all those who apply, only those selected for an interview will be contacted.