



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

Tennis Development Coordinator

Reporting to the Manager, Professional Events and Tennis Professionals Association, the position holder will assist with the success of the TPA. This includes growing membership, aiding in professional development opportunities, managing online content 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. This role will also support the Tennis Development department through court bookings, website management and content creation.

Branding/ marketing, growth and benefits of TPA

- Help ensuring membership growth via new instructors, club pros and coaches renewals and new members at indoor clubs;
- Coordinate the increase of the utilization of automatic membership renewal process;
- Support annual membership renewal plan, emails, letters and phone calls;
- Promote new and existing benefits/ services;
- Support TPA branding through product and promotional items, e-blast and web communication;
- Reward and recognize indoor clubs who hire TPA certified staff through gifts, certificates, listing on TPA and PTA sites and other avenues;
- Seek out opportunities for TPA branding/ marketing.

Professional development

- Aide with professional development opportunities across Canada, including annual conference and awards with PTA's, CF's, Community dept., TDC, etc.;
- Coordinate the promotion of TPA events via website, emails and new stories.

Web management and communication

- Coordinate website and e-store (front-end, back-end);
- Aide managing the coaching database (updating coach certifications and expiry dates, TPA memberships, member addresses, # of courts, coaches working at indoor clubs, TDC coaches, etc.);
- Provide support with regular newsletters and email service to all members;
- Perform ongoing updates of articles, video clips, interviews and news sections;
- Help with the management of continued enhancements to web properties.



Aviva Centre and administration

- Manage all court bookings at Aviva Centre;
- Complete court monitors schedule weekly;
- Help administrate TPA strategic and annual plans;
- Provide customer service and daily administration.

Who you are

- University degree;
- Strong administrative and organizational skills, independent work ethic;
- Positive, passionate, hardworking;
- Excellent interpersonal and communication skills, ability to interact effectively with internal and external clients at all levels within the organization;
- Organization skills, 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 flexible hours in a dynamic and service-oriented environment;
- Energetic, self-motivated, winning attitude;
- Bilingualism (strong asset);
- 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