



## 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. Tennis Canada also supports community efforts. Our annual fundraising initiative, the Tennis Canada Silent Auction, runs the full week of the 2019 Rogers Cup. Proceeds from this event are directed to schools and communities across Canada to create opportunities for children to pick up a racquet and reap the benefits of this sport for life. Participation and interest are 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.

## We are looking for

### **Silent Auction Assistant**

Reporting to the Auction Manager, your main responsibilities are to:

- Research and solicit potential auction donors for auction items;
- Track and monitor communications with potential donors plus follow-up with confirmed donors;
- Create display and bid sheets plus all promotional materials required for all auction donations;
- During tournament week: assist in daily auction set-up, support volunteers to collect payment and distribute auction items plus assist Auction Captains as needed.

## Who you are

- Good computer skills – knowledge of Sales Force, Excel, graphic design and social media skills a bonus;
- Strong communication skills, proactive and resourceful;
- Superb attention to detail, strong organizational skills and multi-tasking abilities;
- Focused on results;
- Must be comfortable working independently and working closely with Auction Manager plus volunteers during tournament week.

## Working conditions

- Temporary contract from May to August 2019; approximately 20-25 hours per week (some flexibility);
- During tournament week, expect to work as many as 14 hours per day!

## What's in it for you

- Develop a thorough understanding on how to plan, prepare, execute and promote an auction for a non-profit organization providing career-related work experience;
- Be part of a dynamic organization that makes a difference across Canada;
- Be part of an innovative, vibrant and passionate team;
- Join the organization that sets the standard and always strives for excellence.

**Interested?** Please send your resume at [resumes@tenniscanada.com](mailto:resumes@tenniscanada.com)