



## Hijabi Ballers Part-time Staff Positions

### 1) Executive Assistant (2 year contract)

*Time commitment: 8-10 hours weekly*

Reports to Executive Director

#### Primary responsibilities:

- Manage general inbox, responds to emails, and directs emails to team as necessary
- Keep up to date on Hijabi Ballers' current programs and projects
- Attend meetings with external stakeholders as required, takes meeting minutes, and shares minutes and action items with team
- Manage the new employee orientation process including assembling new hire package, transition resources and tools
- Collect and track employee timesheets for payroll
- Maintain volunteer contact management system and work with Director of Programs to recruit volunteers as needed for programs
- Maintain the contact list of freelancers or potential organizational partners
- Handle any other duties as assigned by the Executive Director

#### Key Skills and Qualifications:

- College or University Level Diploma/Degree in Humanities or in a relevant field such as Administration or Human Resources
- 1-3 years of professional experience providing related administrative and executive-level support
- Is knowledgeable of Hijabi Ballers' history, current programs and projects
- Is knowledgeable of administrative and record management practices, procedures and standards
- Possesses good critical thinking problem solving skills and sound judgment
- Has strong leadership and people management skills
- Is Proficient with Gmail, Google Drive, Excel, Powerpoint
- Possesses excellent organizational skills and strong attention to detail
- Has excellent time management skills, ability to prioritize and juggle multiple tasks
- Works well under minimal supervision

## **2) Marketing and Design Lead (2 year contract)**

*Time commitment: 8- 10 hours weekly*

Reports to Executive Director

### **Primary responsibilities:**

- Create monthly social media calendar and oversee/manage content and posts for all social media platforms
- Draft, design and create graphics for social media as requested by team, with accompanying text for captions/posts
- Develop and implement social media processes, plans and strategies for successful outreach, engagement and promotion of new programs/events
- Propose new and creative ideas for improving social media engagement
- Work closely with the Social Media Manager to ensure social media channels are topical, relevant and exciting
- Ensure marketing and design content align with brand vision and values
- Working closely with Director of Partnership & Brand Relations, ensure contractual social media requirements are met when doing paid promotions, ads and that correct accounts/people are tagged
- Work closely with Director of Programs to ensure programs are promoted with the accurate and necessary information
- Complete any other design/marketing tasks as required

### **Key Skills and Qualifications:**

- College or University Level Diploma/Degree in the Digital Creative Arts/ Marketing
- 1-3 years of relevant work experience
- Is knowledgeable on and monitors current social media and marketing trends and strategies
- Creative, bold and innovative; thinks outside of the box
- Works well with a team
- Strong attention to detail including strong copy editing skills
- Excellent time management skills, ability to prioritize and juggle competing priorities
- Proficient with Adobe Photoshop, ProCreate, Canva and/or similar platforms

## **3) Social Media Manager (1 year contract)**

*Time commitment: 8-10 hours weekly*

Reports to Marketing and Design Lead

### **Primary responsibilities:**

- Post social media content on Instagram, TikTok, LinkedIn, Twitter, Facebook (and other other platform) as scheduled in monthly social media calendar
- Maintain regular social media engagement by replying to comments, resharing/retweeting, commenting on others' posts, and responding to DMs (using a cohesive Hijabi Ballers voice)
- Ensure social media pages are free of harassment and hateful or abusive comments
- Update the Hijabi Baller websites and webpages, and all social media channels with

latest programmatic content

- Tag players, athletes, partners in posts/stories
- Stay up-to-date and knowledgeable on Hijabi Ballers programs, participants and networks
- Support the Marketing and Design Lead in creating graphics and posters for social media when needed
- Consult the Marketing and Design Lead, Program Lead, or the Executive Director when replying to questions/concerns on social media

**Key Skills and Qualifications:**

- High school diploma and/or 1-2 years of experience creating social media content
- Is knowledgeable on current social media trends
- Creative; thinks outside of the box
- Works well with a team
- Strong attention to detail and copy editing skills
- Experience with Adobe Photoshop, ProCreate, Canva or similar platforms is an asset

**4) Content Creator (1 year term)**

*Time commitment: 5-8 hours weekly*

Reports to Marketing and Design Lead

**Primary responsibilities:**

- Capture photos and record videos at events for Instagram reels or Tiktok videos
- Create reels and TikToks, following current and relevant trends or for behind-the-scenes footage
- Capture content at events, meetings, programs to share with social media manager
- Work closely with Social Media Manager and Marketing and Design Lead in creating photography/videography protocol at live events, ensuring that all content is relevant and aligns with brand vision and values

**Key Skills and Qualifications:**

- High school diploma and/or 1-2 years of experience creating social media content
- Is knowledgeable on current social media trends
- Creative; thinks outside of the box
- Works well with a team and has strong interpersonal skills
- Knowledgeable of best practices in capturing photos or recording video, with specific attention to religious protocol and comfort with Muslim and hijab-wearing women and girls
- Digital Content Creating experience required (personal or professional)

**5) Director of Finance (2 year term)**

*Time commitment: 8-10 hours weekly*

Reports to Executive Director

**Primary responsibilities:**

- Oversee all financial matters related to Hijabi Ballers, and provide oversight on annual

budgets and budget projections, quarterly and annual statements, and fundraising initiatives

- Working with the Executive Director, plan and create annual budgets for programs, marketing, and operations
- Work wWith the Director of Programs to, ensure programs are staying within budget
- Provide timely and scheduled updates to the Executive Director regarding budgets and the financial status of organization
- Develop and approve finance policies, develop processes and procedures and create a sustainable financial structure for Hijabi Ballers
- Develop annual financial statements to present to the Board
- Work with Board Treasurer in addressing and resolving any and all financial concerns
- Create financial documents as requested by the Executive Director
- Develop innovative ideas and identify opportunities for fundraising and gaining sponsorships/donations
- Support the Executive Director in creating sponsorship package
- Work closely with Director of Partnerships and Brand Relations to coordinate successful sponsorships and partnerships
- Supervise the Accounts Manager and ensure that reimbursements, invoices and payroll are processed on time

#### **Key Skills and Qualifications:**

- University Level Diploma/Degree in Accounting, Business or Finance
- 2-3 years relevant professional experience in accounting, financial management, reporting and administration, fundraising, and in preparing financial documents and budget analysis
- Knowledgeable on best accounting and finance practices, procedures and standards
- Strong leadership skills
- Strong attention to detail
- Excellent problem solving, analytical and critical thinking skills
- Ability to manage multiple projects and tasks

#### **6) Accounts Manager (1 year term, remote)**

*Time commitment: 5-8 hours weekly*

Reports to Director of Finance

#### **Primary responsibilities:**

- Review and approve reimbursements to pay out on a monthly basis
- Review and approve invoices to pay out on a monthly basis
- Process funds to grant recipients on a timely basis
- Manage Quickbooks account and general ledger
- Raise any financial concerns with Director of Finance
- Prepare any financial documents as requested by Director of Finance
- Working with Director of Finance, prepare financial reports to present to the Board

#### **Key Skills and Qualifications:**

- Currently enrolled in post-secondary program or recent graduate in Bookkeeping/ Payroll/Accounting/Business/Finance

- Is knowledgeable on best bookkeeping, accounting/ finance practices, procedures and standards
- Strong attention to detail, highly organized and excellent time management skills

## **7) Director of Partnerships and Brand Relations (2 year term)**

*Time commitment: 8-10 hours weekly*

Reports to Executive Director

### **Primary responsibilities:**

- Attend external events on behalf of Hijabi Ballers, network and cultivate partnerships/relationships with key stakeholders and organizations
- Represent Hijabi Ballers' views/ideas when partaking in community tables or meetings
- Act as the liaison between Hijabi Ballers and other Muslim women sports organizations for outreach, knowledge or resource sharing
- Maintain positive relationships with donors and sponsors
- Work alongside the Executive team in creating the annual Hijabi Ballers Impact Report to share with donors and sponsors
- Ensure deliverables are met for paid partnerships and contracts
- Manage the network of freelance workers and contractors and connect them with the Hijabi Ballers team when needed for specific programs or events
- Other relevant duties as assigned

### **Key Skills and Qualifications:**

- Recent graduate or currently enrolled in post-secondary studies
- 1-2 years of relevant work experience in partnerships and outreach
- Is knowledgeable on Hijabi Ballers' history, current and past programs, mission and values
- Is knowledgeable and passionate about a variety of sports and the Muslim female sport experience, especially in the GTA
- Excellent customer service and stakeholder management skills, ability to work with people from diverse backgrounds
- Strong communication skills (oral and written)
- Good interpersonal skills and outgoing personality, enjoys carrying conversations and networking
- Strong attention to detail
- Excellent time management skills, ability to prioritize and juggle multiple projects
- Ability to commute across the GTA
- Asset: Experienced in building community partnerships and working with donors

## **8) Director of Programs (2 year term)**

*Time commitment: 8-10 hours weekly*

Reports to Executive Director

### **Primary responsibilities:**

- Oversees the operation of all programs and is responsible for their overall success
- Ensures program leads are implementing programs as outlined in program plan
- Working closely with the Executive Assistant, recruit volunteers for programs as

needed

- Working closely with Director of Marketing and Design, ensure programs receive appropriate coverage on social media before, during and after execution
- Working with the Director of Finance, ensure programs stay within allocated budgets
- Working with the Director of Research and Education, ensure program plans, goals and methods are evidence-based
- Support the Director of Research and Education with program evaluation
- Evaluate and assess gaps and interest in communities to suggest new, innovative and needed programs that align with organization's mission and values
- Working with the Director of Partnerships and Brand Relations, conduct outreach and collaborate with partner organizations in joint programs
- Occasionally attend programs to connect with participants and learn on the ground, or when Program Leads/volunteers are absent
- Create general logistical and planning processes to ensure the successful and smooth delivery of programs

### **Key Skills and Qualifications:**

- College or University Level Diploma/Degree in relevant field
- 2-3 years of relevant work experience conducting outreach, coordinating or managing programs or projects, or another relevant field
- Strong critical thinking and problem solving skills
- Strong leadership skills; ability to manage a small team
- Strong attention to detail and follow through
- Experienced in program design, planning, and evaluation
- Excellent time management skills, ability to prioritize and juggle multiple projects
- Ability to commute within the GTA if needed for programs
- Has vast network comprised of organizations, community leaders, potential program participants
- Is knowledgeable on Hijabi Ballers' history, current and past programs, mission and values
- Is knowledgeable and passionate about a variety of sports and the Muslim female sport experience, especially in the GTA and in Canada

### **9) Program Lead (1 year term, 2 positions available)**

*Time commitment: 5-8 hours weekly\* / 2 positions available*

*\* Some weeks may be less or more hours. 5-8 hours is the expected weekly average.*

Reports to Director of Programs

### **Primary responsibilities:**

- Responsible for day-to-day operations and the successful delivery of programs in their assigned portfolio (Ex. Get Certified Program, F-Series, Sunday Ball, Annual Tournament, Weightlifting, CHILL Board Sports)
- Lead programs on the ground or assign key volunteers to lead program (depending on program type, location, and length)
- Manage and train volunteers to assist with facilitating or running programs
- Responsible for purchasing and organizing the storage and delivery of any equipment, snacks and other materials required for programs
- Executes program according to plan and budget

- Has a portfolio of a variety of programs
- Works closely with the other Program Lead to manage any programs in joint portfolio
- Reports on success of the program and raises any concerns to Director of Programs

**Key Skills and Qualifications:**

- Currently enrolled in post-secondary program or recent graduate in relevant field
- 1-3 years of experience in planning and delivering community sports programs
- Experience in coordinating or facilitating sports programs, workshops
- Is knowledgeable and passionate about a variety of sports and athletics
- Experience working with Muslim women and girls and is knowledgeable about the Muslim female sport experience and the diverse needs of Muslim female athletes in the GTA
- Strong critical thinking and problem solving skills
- Excellent leadership and facilitation skills
- Strong interpersonal skills, ability to cultivate good relationships with stakeholders, from program participants, volunteers and community or corporate partners
- Excellent time management skills, ability to prioritize and juggle multiple projects
- Ability to commute within the GTA for programs
- Has vast network comprised of organizations, community leaders, potential program participants

**10) App Product Manager (3 year term, remote)**

*Time commitment: 8-10 hours weekly*

Reports to Executive Director

**Primary responsibilities:**

- Responsible for successful delivery and operations of the Hijabi Ballers Community App
- Learn about new strategies and tools (via Disciple Media) to create user-centric experiences on the app and suggest new ideas to improve the user experience
- Ensure app is current, engaging, relevant and meeting targeted goals
- Manage Community Blog on the app, suggest topics, schedule posts, review and approve submissions for blog
- Manage the Muslim Sport Organization (MSO) Intake Form, liaise with MSOs to ensure the app experience is successful for them and beneficial for their community
- Manage Events Form and work with App Engagement Lead to ensure events calendar is up to date and effective for app users
- Monitor the overall usage, engagement, and outputs of the app on an ongoing basis
- Ensure app users are abiding by Hijabi Ballers Community App guidelines and escalate any issues to the Executive Director
- Work with app developers (Disciple Media) to communicate any issues, get resources and learn about best practices
- Create processes for successful maintenance and operation of app

**Key Skills and Qualifications:**

- College or University Level Diploma/Degree in UI/UX, Product Management or relevant field

- 1-3 years of work experience in the UX/product management/ tech space
- Knowledge of or experience with graphic design is an asset
- Strong understanding of Hijabi Ballers, Hijabi Ballers Community App, App users and their needs
- Is knowledgeable and passionate about a variety of sports and the Muslim female sport experience, especially in the GTA
- Strong creative, critical thinking and problem solving skills
- Strong attention to detail
- Excellent time management skills, ability to prioritize and juggle multiple projects
- Excellent verbal and written communication skills with the ability to present ideas in a clear, concise fashion to technical and non-technical audiences.

### **11) App Engagement Lead (1 year term, remote)**

*Time commitment: 5-8 hours weekly*

Reports to App Product Manager

#### **Primary responsibilities:**

- Under the direction of the App Product Manager, make timely posts on the app to promote programs, publish blog submissions according to schedule, update events calendar as required
- Push engagement on the app by replying to comments, making posts, polls, etc
- Provide suggestions for improving engagement on the app (i.e, creating new groups, scheduled posts, or any other edits)
- Ensure content and posts meet Hijabi Ballers Community App guidelines and are free from discrimination and hate
- Work with app developers (Disciple Media) to communicate any issues, get resources and learn about best practices

#### **Key Skills and Qualifications:**

- Currently enrolled in post-secondary program or recent graduate in UI/UX or relevant field
- Strong understanding of Hijabi Ballers, Hijabi Ballers Community App, App users and their needs
- Experienced working with apps and/or digital media
- Is knowledgeable and passionate about a variety of sports and the Muslim female sport experience, especially in the GTA
- Strong attention to detail
- Excellent verbal and written communication skills
- Works well under minimal supervision