

January 30, 2019

[Okanagan Hockey Group](#) (OHG) is looking for an **OHG/WHL Combines Coordinator** at their office in Penticton, British Columbia. OHG was established in 1963 with Hockey Camp Operations and started the Okanagan Hockey Academy in 2002. It operates hockey academies, camps and combines testing in North America and Europe.

[The Western Hockey League](#) (WHL) was founded in 1966. It is comprised of 22 teams based in Western Canada and the Northwestern United States. It is one of the three leagues that make up the Canadian Hockey League and is the highest level of junior hockey in Canada.

OHG has partnered with WHL to operate their Combine Testing Program. The testing program includes on and off ice testing. The combines testing are operated out of major centers in Western Canada and the United States.

The **OHG/WHL Combines Coordinator** reports to the VP - Camps, Combines and Marketing and will assist in the development and execution of the WHL Combines testing and will also assist with the marketing and sales of hockey summer camps.

Primary responsibilities

- Marketing and Sales to promote and recruit for programs
- Actively cross market/promote and sell camp and combine opportunities to new and existing customers
- Assist with execution of OHA team testing, WHL Prospects/Branch Combines, WHL Combines, Team Testing and Association testing
- Assist with the management of the testing equipment
- Collect and distribute testing/reporting data following the documented standards
- Execution of planning and operation of programs
- Answer Camp/Combine phone inquiries and sell Camps and Combine events

Qualifications

- Strong problem solving skills and must be a self-starter
- Ability to communicate effectively to staff, athletes, and other personnel
- Strong public speaking skills
- Strong administrative, organizational and time management skills
- Event management experience
- Ability to work independently and as a team player
- Strong computer skills including Microsoft Office, video and LAN networks
- Well versed in CRM systems and other data management systems
- Strong hockey background
- Certification within the Hockey Canada Coaching Stream and Speak Out Accreditation
- Degree or post-secondary education in Business Administration with a focus on sales/marketing/communication is preferred
- Valid BC Class 5 driver's license
- Pass a Criminal Record Check

To apply for this position submit resume and covering letter before February 13, 2019 to Sandy Bergum at sandybergum@okanaganhockey.com. Only candidates that are shortlisted will be contacted.

