



NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE
NORTH BAY, ONTARIO P1A 2A8
PHONE: (705) 474-8851 • FAX: (705) 474-6019
www.noha-hockey.ca



Administrative Specialist Northern Ontario Hockey Association (NOHA)

Location: North Bay, Ontario (Hybrid work considered under appropriate circumstances)

Position Type: Full-time Contract (37.5 hours per week)

Contract Period: August 2025 - May 2026 (with possibility of permanent placement); to start as soon as possible

Reports To: Executive Director

Compensation: Hourly rate commensurate with experience; benefits available (start date negotiable)

About NOHA

The Northern Ontario Hockey Association is dedicated to promoting and developing hockey throughout Northern Ontario, providing governance, support, and programs for minor hockey associations, coaches, and players across the region.

Position Summary

NOHA is seeking an Administrative Specialist to assist with the day-to-day operations of the organization. This entry-level position offers an excellent opportunity for someone interested in sports administration to gain comprehensive experience in hockey governance, risk management, program coordination, and administrative support. The successful candidate will work closely with hockey associations, coaches, trainers, and other stakeholders to ensure smooth operations and compliance with Hockey Canada requirements.

Qualifications

Education and Experience

- Post-secondary diploma preferred
- Entry-level position suitable for recent graduates
- Experience in sports management, sports administration, or general administration considered an asset

Technical Skills

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Experience with Adobe products helpful
- Strong computer skills and ability to learn new software systems
- Experience with database management considered an asset

Key Competencies

- Knowledge of minor hockey is considered an asset



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- Excellent attention to detail and accuracy
- Strong written and verbal communication skills
- Exceptional organizational and time management abilities
- Ability to work independently and manage multiple priorities
- Professional phone manner and customer service skills
- Ability to maintain confidentiality and handle sensitive information
- Problem-solving skills and adaptability

Working Conditions

- Standard office environment in North Bay, Ontario
- Hybrid work may be considered under appropriate circumstances
- Work schedule typically follows the hockey season (August-May)
- Some periods may require increased workload during peak hockey seasons
- Evening and weekend meetings may be required

What We Offer

- Opportunity to work within a small, collaborative team environment
- Ability to experience all aspects of hockey administration from grassroots to governance
- Comprehensive experience in sports administration across multiple functional areas
- Professional development in hockey governance and program management
- Direct exposure to hockey industry professionals and stakeholders
- Potential for permanent placement based on performance and organizational needs

Application Process

Interested candidates should submit their resume and cover letter outlining their interest in sports administration and relevant experience to hr@noha-hockey.ca.

Only candidates selected for an interview will be contacted.

*NOHA is committed to providing an inclusive and accessible work environment.
Accommodations are available upon request during the recruitment process.*