



Request for Services: OWIFA Operational Coordinator (Independent Contractor)

Updated February 2026

About OWIFA

The Ontario Women's Intercollegiate Football Association (OWIFA) is the governing body for women's intercollegiate football in Ontario. A volunteer-driven not-for-profit association, OWIFA supports the growth, coordination, and professionalism of women's football programs at the post-secondary level across the province.

Position Summary

OWIFA is seeking an experienced and detail-oriented Operational Coordinator (Independent Contractor) to provide administrative, financial, and coordination support to the OWIFA Executive and Operational Committees.

The successful contractor will deliver professional administrative and bookkeeping services to ensure continuity, accuracy, and accountability across seasons.

This is a contract position, averaging approximately 3 hours per week, on a flexible, remote basis. The Coordinator will operate as an independent contractor, providing services to OWIFA under a Contract for Services agreement.

Scope of Work / Key Deliverables

Administrative Coordination

- Maintain OWIFA's shared digital files, archives, and operational templates.
- Provide administrative support to the Executive if required.
- Serve as OWIFA's point of contact for routine correspondence, registration inquiries, and league coordination.
- Ensure operational deadlines and deliverables for league operations are met and documented.

Financial and Record-Keeping Services

- Maintain OWIFA's financial records in QuickBooks Online, including deposits, payments, and reconciliations.
- Provide monthly transaction summaries to the Treasurer and quarterly reports for Executive review.



- Manage invoicing and payment tracking for registration fees, sponsorships, and other revenues.
- Support grant tracking and reporting as required.

Registration and Data Coordination

- Oversee the setup, data entry, and payment verification processes for OWIFA's registration system.
- Coordinate with institutional representatives to ensure accurate roster and eligibility data.

Communications and Reporting

- Circulate league communications and updates to member institutions.
- Support the Communications and Social Media portfolio in distributing approved content.
- Assist in preparing annual reports, filings, and documentation required under the Ontario Not-for-Profit Corporations Act (ONCA).

Qualifications and Experience

Required

- Minimum **4 years' experience** providing administrative, bookkeeping, or coordination services, preferably in a not-for-profit or sport environment.
- Demonstrated proficiency with **QuickBooks Online** and sound financial record-keeping practices.
- Strong organizational skills with the ability to work independently and meet deadlines.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office, Google Workspace, or comparable digital platforms.
- Ability to handle confidential information with professionalism.

Preferred

- Familiarity with volunteer board governance and not-for-profit operations.
- Experience supporting sport leagues, post-secondary athletics, or grant-funded projects.
- Understanding of Safe Sport and equity, diversity, and inclusion principles.



Conflict of Interest and Eligibility

To preserve the integrity and neutrality of OWIFA operations, the following eligibility restrictions apply:

- The contractor may not be a current OWIFA athlete, coach, or Executive Committee member.
- The contractor may not be employed by an OWIFA member institution (college or university).
- The contractor may not be employed by a Provincial Sport Organization (PSO) directly involved with football or related competitive programs.

Applicants must disclose any potential conflicts of interest in their proposal.

Contract Terms

Category	Details
Contract Type	Independent Contractor (Contract for Services)
Duration	12-month term, renewable annually subject to review and budget
Hours	Approximately 3 hours per week (flexible, output-based)
Compensation	\$25/hour, invoiced monthly upon completion of services
Work Location	Remote, with occasional virtual meetings
Reports To	President (on behalf of the Executive Committee)
Start Date	ASAP

Application Instructions

Interested contractors are invited to submit:

- **A résumé or capability statement, and**
- **A brief cover letter or proposal outlining relevant experience and hourly rate (if different from the stated amount),**



to owifa.exec@gmail.com no later than March 30, 2026.

Note

This role is contracted on an **independent basis**. The contractor will provide their own equipment and workspace, maintain responsibility for their own taxes and benefits, and invoice OWIFA for services rendered in accordance with the terms of the service agreement.