Ontario State Office

DECEMBER 2023



1. Who we are

2. Roles and Responsibilities

3. New Job
Opportunity



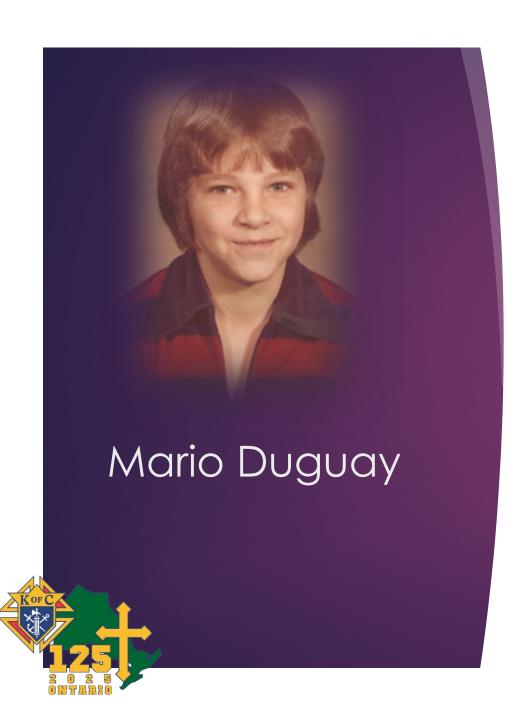
MARIO DUGUAY EXECUTIVE SECRETARY



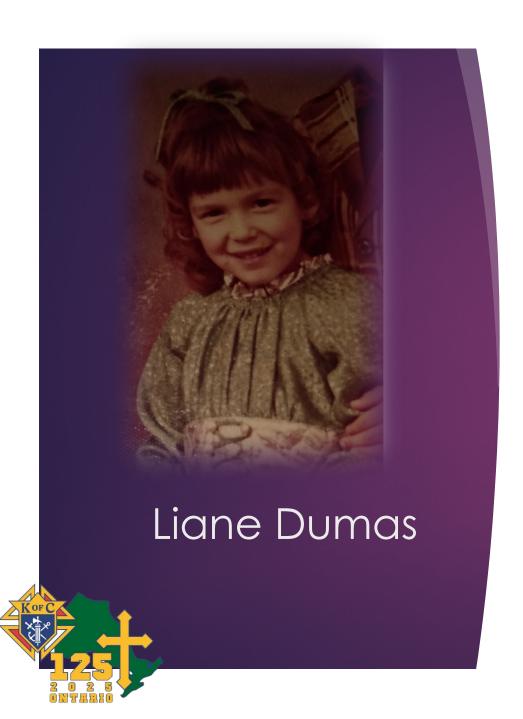
Who we are

- Mario Duguay: Executive Secretary
- Liane Dumas: Senior Administrator
- Ani Kaluzny: Administrative Assistant / IT Specialist
- Anna Kocmarek: Special Projects Coordinator

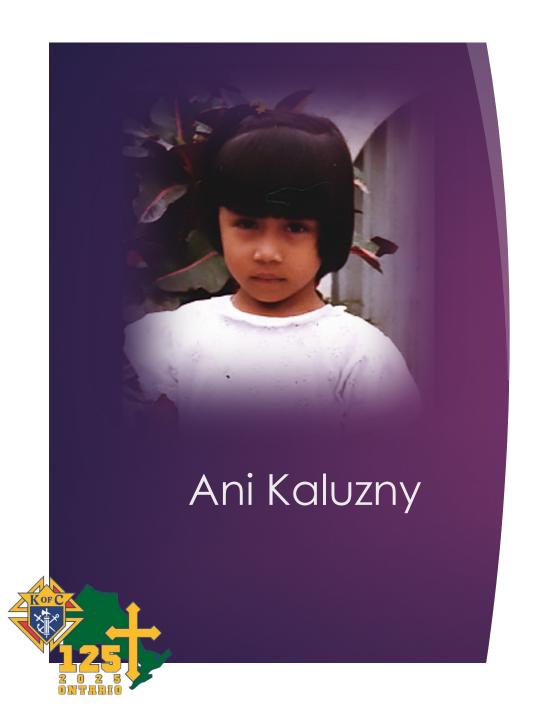




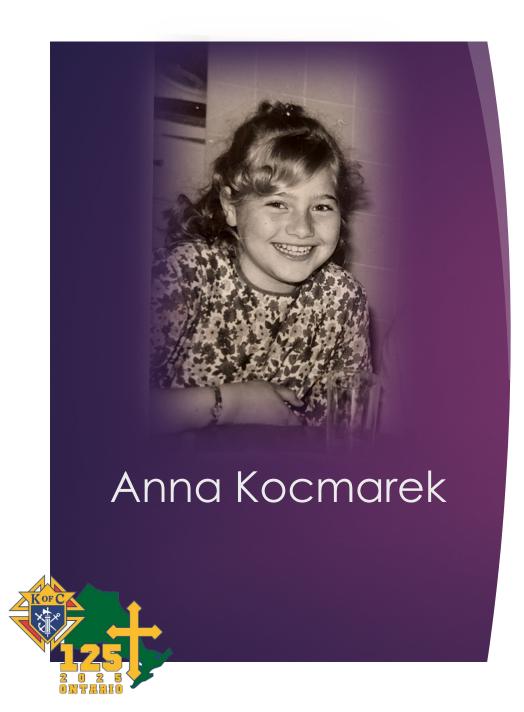
- Oversees daily operations of the State Office
- Coordinates administration, DD Meetings, and State Conventions
- Manages bookkeeping, banking, and financial coordination with the State Treasurer



- Assists with State Office operations
- Handles Council supply orders, registrations, and hotel bookings for workshops and conventions
- ► Maintains the KofC database and coordinates the online 50/50 draw
- Contact: stateoffice@ontariokofc.ca



- Manages the Ontario State website, social media, and online forms
- Prepares booklets for the State Convention and DD Workshops
- Primary contact for the Coats for Kids program with Supreme
- ► Contact: ani@ontariokofc.ca



- Produces newsletters, State Bulletins, and electronic correspondence
- Coordinates special events and the Hamilton area Coats for Kids program
- Manages the Marketplace at State Conventions and DD Workshops
- ► Contact: <u>anna@ontariokofc.ca</u>

Job Opening coming in January 2024

- Job description:
- Send resumes to:
- Deadline is:





Ontario State Office



CELL: 613-227-5331

OFFICE: 905-388-2731

E-MAIL: MARIO@ONTARIOKOFC.CA

