

Ontario State Office

DECEMBER 2023



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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





Mario Duguay

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



Liane Dumas

- ▶ 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



Ani Kaluzny

- ▶ 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



Anna Kocmarek

- ▶ 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: anna@ontariokofc.ca

Job Opening coming in January 2024

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



Ontario State Office



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OFFICE: 905-388-2731

E-MAIL: MARIO@ONTARIOKOF C.CA

