

JOB ADVERTISEMENT

Coordinator, High Performance and Competitions - East Speed Skating Canada

“To Challenge and Inspire Canada to Thrive through the Power of Speed Skating”

Speed Skating Canada (SSC), the national governing body for the sport of speed skating in Canada, is looking for an inspired individual for the position of Coordinator, High Performance and Competitions - East. Reporting to the Director, High Performance Short Track, the successful candidate will ensure collaboration amongst High Performance groups and stakeholders as well as with athlete and coach development programs and preparation and support of events and delivery.

Specific areas of responsibility will include:

High Performance

- Manage the administrative and financial processes for all activities of the high-performance program in accordance with the operations procedures and guidelines of SSC
- Act as the main point of contact for the distribution of program related communications to national program and NextGen athletes, coaches and support staff
- Coordinate and communicate travel arrangements and other logistical items for all training camps and competitions for national program and NextGen athletes, coaches and support staff
- Assist with program orientation/on-boarding for new national program and NextGen athletes and triage inquiries from the athletes and escalate/refer them as appropriate
- Distribute, collect and archive athlete and support staff documentation in accordance with SSC policies and procedures
- Provide administrative and logistical support to the High Performance Committee Short Track and ensure the timely distribution of accurate meeting and planning session minutes
- Maintain regular communication with National Training Centres, CCES, Sport Canada and COPSIN staff to ensure the seamless operation of the national program
- Participate in regular staff, team, coach, and/or IST meetings as directed by the Director, High Performance - Short Track, or by the Chief Sport Officer
- As requested, provide on-site logistical support for photography and media/ athlete appearances during events or in daily training
- Assist in the on-site distribution of clothing/performance wear and other sponsorship items for national teams and support staff

Competitions and Events

- Act as technical resource to the Senior Coordinator, Events for national events
- Act as High Performance Committee representative at national events when necessary
- Provide on-site logistical support as required (in the absence of the Senior Coordinator, Events)

The ideal candidate will possess:

- Post-secondary education in business administration, sport management, or equivalent work experience
- Resourcefulness and a result focus with a high degree of adaptability and flexibility to changing priorities and conditions
- A passion for sport, knowledge and involvement in speed skating at any level would be preferred
- 3-5 years of relevant administration related experience
- An ability to communicate in French and English (written and oral)
- Experience in project coordination and/or event management is preferred

Working conditions:

- The Coordinator, High Performance and Competitions - East will primarily work at the National Short Track Training Centre in Montreal, Quebec.
- Occasional travel and weekend work will be required to attend meetings and events.

To further explore this opportunity, please submit your resume and cover letter to the contact listed below.
The application deadline date is Sunday, June 23, 2019.

CONTACT

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Chief Operations Officer
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