



## About AthletesCAN

AthletesCAN, the association of Canada's national team athletes, is the only fully independent and most inclusive athlete organization in the country and the first organization of its kind in the world. As the voice of over 6,000 current and recently retired Canadian national team athletes, AthletesCAN membership spans 68 sports across the Olympic, Paralympic, Pan/Parapan American, and Commonwealth Games, and those currently funded by Sport Canada competing at Senior World Championships.

AthletesCAN ensures an athlete-centered sport system by developing athlete leaders who influence sport policy and, as role models, inspire a strong sport culture, through educational resources, support, training and professional development.

Follow us on social @AthletesCAN or visit [AthletesCAN.ca](https://athletescan.ca).

## Position Description

**Starting Date:** April 2023

**Position:** Coordinator, Operations

**Type of Position:** Permanent, Full-Time

**Location:** Remote

**Reports to:** Manager, Athlete Relations & Operations

The Coordinator, Operations is responsible for providing effective support to AthletesCAN staff, Board, members, alumni and volunteers; support with AthletesCAN administration, programs and services; and events. Specifically, the *Coordinator, Operations* will fulfill the following non-exhaustive list of duties and capacities:

## General Operations

- Support with logistics for conferences, travel plans and board meeting preparations
- Support with administrative processes and support to all programs and services.
- Maintain general email inbox with organization and responding to inquiries
- Create and maintain general administrative processes to build and champion ongoing operational excellence
- Maintain organization of shared folders
- Support with administration for board of directors and committees

## Data Management

- Support with development and implementation of a formalized process to collect data, information and perspectives of Canadian National Team athletes
- Export reports to leverage athlete-driven insights to equip key system stakeholders, athlete representatives and AthletesCAN with data to create impactful change





### ***Ambassador***

- Act as an official representative of AthletesCAN; as such is discreet, sensitive, displays sound judgment and is tactful in performing duties
- Represent AthletesCAN in a professional manner at selected formal public functions such as conferences, receptions, Forums, meetings and various other engagements, as designated by the President or a designee
- Flexibility to travel throughout the year (2-3 times) while maintaining efficient and clear communication with partners, staff, and volunteers
- Be familiar with the organizational structure, general policies and procedures of AthletesCAN in order to direct inquiries to the applicable resource person

### ***Level of Reporting and Function***

- Report to the Manager, Athlete Relations & Operations
- Work with contractors as required and service providers on ongoing basis
- Communicate with partners, supporters, and sponsors on ongoing basis
- Work with AthletesCAN members and Canadian athletes directly

### ***The Ideal candidate will have:***

- Bilingual (French/English)
- Familiarity with Canadian Sport System
- Experience or interest in project management
- Strong organizational and time management skills
- Demonstrate strong communication and interpersonal skills, with the ability to lead and take initiative when addressing challenges
- Ability to effectively organize multiple tasks and projects with attention to detail to meet deadlines
- Ability to work collaboratively as a member of a team in the pursuit of common goals and build positive relationships

### ***APPLICATION INFORMATION***

Interested candidates should e-mail their resume and cover letter format by March 13<sup>th</sup>, 2023 to Erin Willson, President, at [info@athletescan.ca](mailto:info@athletescan.ca) with “Coordinator, Operations” in the subject line.

For more information about AthletesCAN please visit [AthletesCAN.ca](http://AthletesCAN.ca)

We thank all candidates who apply, only those to be interviewed will be contacted.

Please note that all recruitment will be conducted through [AthletesCAN.ca](http://AthletesCAN.ca), our official social media channels (@AthletesCAN) and our authorized email domain (@athletescan.ca).





If you are contacted about a position with AthletesCAN from an unauthorized account, please do not share any personal information or engage with the sender. AthletesCAN will not ask you unsolicited to provide this information, or to purchase anything as part of any legitimate, verified hiring process through our organization.

