



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.

Position Description

Starting Date: May 2023

Position: Project Manager, AthleteHUB

Type of Position: Contract, Part-Time

Location: Remote

Reports to: Manager, Athlete Projects & Operations The Project Manager, AthleteHUB, is responsible for leading the AthleteHUB project development, and provide effective support to AthletesCAN staff, Board, members, alumni and volunteers through this project. Specifically, the Project Manager, AthleteHUB, will:

Project Management

- Work within predetermined project scope and objectives
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Publish Requests for Proposals, coordinate with AthletesCAN staff and Board Members through selection process of vendors and suppliers
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Collaborate with AthletesCAN Leadership Committee to fulfill project needs
- Monitor progress and budget and make adjustments as needed
- Measure project performance to identify areas for improvement





Level of Reporting and Function

- Reports to the Manager, Athlete Projects & Operations
- Works in direct collaboration with the Leadership Committee
- Work with contractors as required and service providers on an ongoing basis

The Ideal candidate will have:

- Bilingual (French/English)
 - Familiarity with and past experience within Canadian Sport System
 - Experience as a high-performance athlete
 - 1-2 years' experience in Project Management
 - Experience with project management tools (Asana an asset), methodologies and best practices
- Strong organizational and time management skills
- Demonstrate strong communication and interpersonal skills, with the ability to lead and take initiative when addressing challenges
 - Experience seeing projects through the full life cycle
 - Proven ability to complete projects according to outlined scope, budget, and timeline
 - Ability to effectively organize multiple tasks with attention to detail to meet deadlines
 - Ability to work collaboratively as a member of a team with project committee in the pursuit of common goals

Position Details:

This position is a paid, part-time contract until April 2024 or until project completion designed to support exclusively with the creation and launch of the AthletesCAN AthleteHub project.

APPLICATION INFORMATION

Interested candidates should e-mail their resume and cover letter format by 11:59PM ET on April 23rd 2023 to Erin Willson, President, at info@athletescan.ca with "Project Manager, AthleteHUB" in the subject line.

For more information about AthletesCAN please visit 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, 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.





AthletesCAN is committed to ensuring our recruitment, selection processes and work environment are inclusive and barrier-free. At AthletesCAN, we celebrate and welcome the diversity of all employees and believe that having a team of individuals with different backgrounds, views, experience and capability working together makes us stronger and better as an organization.

Accommodation is also available upon request for individuals taking part in all stages of our recruitment and selection processes. Please advise the recruiter to ensure your accessibility needs due to a disability are accommodated. Information received relating to accommodation will be addressed confidentially.

