



EVENT COORDINATOR POSITION

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.

Position Description

Starting Date: June 1st - July 31st, 2026

Position: Event Coordinator

Type of Position: Paid (30 hrs/week, 9 weeks)

Location: Remote

Reports to: Manager, Athlete Projects & Operations

Overview

The student position is responsible for providing effective support to AthletesCAN staff, Board, athletes and volunteers.

SPECIFIC RESPONSIBILITIES

- Assist with planning, coordination and delivery of AthletesCAN events, activities, and operational meetings
- Coordinate event logistics including venues, accommodations, travel, food and beverage, and accessibility requirements
- Maintain and update membership database, supporting event registration and administrative processes that enable effective communication and engagement with members
- Manage communication and coordinate with vendors, speakers, partners, including weekly and/or bi-weekly meetings to maintain role clarity and transparency
- Support budget tracking, expense reconciliation, and contract organization associated with event logistics
- Provide timely reports/updates on planning progress to staff and Board, including post-event successes, challenges, and recommendations
- Collaborate with communications and marketing team to support promotion of events
- Troubleshoot event related issues, as required, both remotely and onsite, as well as with stakeholders travelling to the event location



- Support grant applications and partnership deliverables where event activities are connected to funding requirements and/or reporting
- Ensure AthletesCAN policies are upheld
- Other duties as may be assigned

ELIGIBILITY CRITERIA AS PER [CANADA SUMMER JOBS](#)

- Be between the ages of 15 and 30 years old
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the job **and**
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - This includes having a valid Social Insurance Number at the start of their summer job

QUALIFICATIONS & COMMITMENT

- Excellent oral and written communication skills
- Excellent organizational skills with attention to detail, the ability to multitask, and meet tight deadlines
- Self-motivated, proficient, and reliable
- Possess the ability and eagerness to work within a team environment
- Working knowledge of Google Workspace and digital content creation tools (Adobe Creative Suite and/or Canva)
- Open to post-secondary degree or diploma students (students studying in sport or leisure are preferred)
- Understands or has experience with a sport organizational system (preferred but not required)
- Bilingual, English & French (preferred but not required)

COMPENSATION

This position is a paid role of 30 hours per week for 9 weeks and is funded through the 2026 Canada Summer Jobs Program. Compensation and employment terms will follow the requirements and guidelines of the program.

APPLICATION INFORMATION

Interested applicants should e-mail their resume and cover letter in PDF format to Susanne Wereley, AthletesCAN President, at info@athletescan.ca by 11:59pm ET on April 30, 2026. Please include "Application - Event Coordinator" 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.

