

## JOB ADVERTISEMENT

### Senior Coordinator, Events Speed Skating Canada

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#### **“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 enthusiastic individual for the newly created position of Senior Coordinator, Events. Reporting to the Manager, Marketing, Communications and Partnerships, ***the successful candidate will play a critical role in achieving Speed Skating Canada’s strategic business priorities*** as they relate to elevating the profile of one of the country’s elite sports on the road towards the 2022 Olympic Games ***through the organization and execution of world-class domestic and international events.***

Specific areas of responsibility will include:

#### Domestic Events

- Supporting the Manager, Coach, Athlete and Competition Development and local organizing committees in the planning and execution of national competitions (including both logistical and technical aspects of the events);
- Championing alignment strategies for domestic events with Provincial and Territorial Sport Organizations (PTSOs) and clubs, including the creation and maintenance of event hosting bidding processes, templates and checklists;
- Ensuring that sponsor and partner activation plans for domestic events are executed according to terms of agreements;
- Maintaining an appropriate inventory of event assets (i.e., medals, banners, signage, etc.);
- Participating in regular meetings pertaining to events;
- Attending national competitions as assigned to provide on-site logistical and technical support;

#### International Events

- Acting as the project manager for international competitions (World Cups and World Championships) hosted in Canada, collaborating with local organizing committees to ensure world-class planning and execution;
- In collaboration with the Manager, determining and executing appropriate activation plans for SSC sponsors in alignment with existing agreements and international federation policies;
- Supporting the Manager in the bidding processes for international competitions;
- Attending international competitions as assigned;



#### Event Support

- Creating and maintaining a database of local, provincial and federal grants, and ensuring opportunities for funding are exploited by relevant parties;
- Creating and maintaining a list of provincial, national and international sport awards, and ensuring that opportunities for nominations are exploited by relevant parties;
- Supporting the Manager in the organization and execution of SSC's annual awards program;
- Supporting the broader SSC team in the organization and management of any additional events and conferences;
- Researching and staying relevant on the latest trends in the sport event industry;

#### Communications

- Supporting the execution of marketing and communications plans for international events, under the direction of the Manager;
- Collaborating with local organizing committees in the execution of marketing and communications plans for national events; and
- Providing on-site communications support (managing photography, media, athlete appearances, etc.) at events as required.

#### **The ideal candidate will possess:**

- Post-secondary education in sport administration, communications, event management or equivalent work experience;
- Five or more years' experience in an event management role, ideally in the not-for-profit sector and/or a sport environment;
- Strong organization, interpersonal and communication skills;
- Demonstrated ability to take initiative and develop creative solutions to problems;
- An ability to communicate fluently in both French and English; and
- A passion for sport (knowledge and involvement in speed skating at any level would be preferred).

#### **Working conditions for this role include:**

- Primary work location based in Calgary, Ottawa or Montreal; and
- Regular travel and weekend work to attend events will be required.

To further explore this opportunity, please submit your resume and cover letter to the contact listed below. **The application deadline date is Sunday, April 28, 2019.**

#### **CONTACT**

Nicole Espenant  
Manager, Marketing, Communications and Partnerships  
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