



**CANOE KAYAK
CANADA**

**It's Who We Are.
C'est Notre Nature.**

EXCITING CAREER OPPORTUNITY

Project Manager, National Program Development and Events

Canoe Kayak Canada (CKC) is the recognized authority by the International Canoe Federation on all aspects of paddling in Canada including the Olympic disciplines of sprint and slalom, and the Paralympic discipline of Paracanoe. Our vision is to be a Canadian sport for families, communities and champions.

Located in Ottawa, the Project Manager is responsible for coordinating and managing the delivery of identified domestic development programs and events as it relates generally to planning, budgeting, execution, communication, tracking and evaluation of programs in partnership with other key staff. The *Project Manager* will work closely with Sr. Manager of National Program Development, other Senior Leadership staff, and the Chief Executive Officer.
(See full job description below)

Qualifications:

Education and Experience:

- Undergraduate Degree in a related field
- 2-5 years related field experience
- Understanding of the Canadian sport system a strong asset

Skills and abilities:

- Strong organizational and communication skills
- Experience in managing and coordinating projects
- Demonstrates initiative, works well in a fast-paced environment, and results-oriented
- Proficiency in all Microsoft Office programs
- Proficiency in database management an asset
- Strong interpersonal and organizational skills

- Bilingualism a strong asset

If you possess the passion and qualifications for this position, please submit your resume along with a covering letter clearly outlining why you believe you are a good fit for our organization. Only those selected for interviews will be contacted.

Application deadline is **January 14, 2022**. Applications should be submitted to cwade@canoekayak.ca.

JOB DESCRIPTION

Project Manager, National Program Development and Events

A. General Description

The Project Manager, National Program Development and Events (*Project Manager*) is responsible for coordinating and managing the delivery of identified domestic development programs and events as it relates generally to planning, budgeting, execution, communication, tracking and evaluation of programs in partnership with other key staff. The *Project Manager* will work closely with Sr. Manager of National Program Development, other Senior Leadership, and the CEO.

B. Organizational Scope

Canoe Kayak Canada (CKC) is the recognized authority by the International Canoe Federation on all aspects of paddling in Canada including the Olympic disciplines of sprint and slalom, and the Paralympic discipline of Paracanoe. Our vision is to be a Canadian sport for families, communities, and champions.

All staff are employed by CKC to facilitate the achievement of its long-term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the Board of Directors and CEO and are expected to act consistently with the association's values.

Canoe Kayak Canada receives financial contributions from the federal government, and other agencies, organizations, and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities, and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CKC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

CKC receives financial support from Sport Canada, Own the Podium and the Canadian Olympic Committee, The Canadian Paralympic Committee, and generous contributions from sponsors.

The CKC *Project Manager* has sufficient authority to take measures that are necessary in the daily operation of the domestic projects within the bounds of approved policy and the annual operating budget for Domestic projects and programs as may be assigned.

C. Reporting Structure

The *Project Manager* will work closely with and report to both the Sr. Manager of National Program Development.

D. Specific Responsibilities

1. Events

- Project Management for CKC Competitions/Events including the Sprint National Championships and Sprint National Team Trials.
- Project Management for CKC Canada Cup events, when applicable.

- Support in project management of Canada Games events.
- Support in the logistical preparations of the CKC Annual Summit and Committee meetings
- Purchasing supplies for domestic programs and events
- Competition results collection
- Maintaining records of Junior or Senior Status in the Sprint Discipline
- Managing expense claims

2. National Program Development

- Manage CKC Membership Database and provide key input of system improvement and development
- Team Red support, collection of results and logistics planning (workshops, club and PTSO work)
- Help with coordination and management of the Sprint Racing Council (SRC), the Domestic Development Committees (DDC), and other Sprint Committees as applicable
- Safe Sport and other Education tracking and maintenance of timelines for re-certification.
- Support in Officials tracking and education
- Provide support to the Sr Manager of Development for partnership outreach and communication.
- Formatting documents through parallel reads (French and English)
- Coordinate invoicing of athletes, clubs, Divisions, PTSOs with Finance
- Creating online surveys, and analyzing results as requested
- Logistics for Canoe Kids program
- Contribute to the Annual Sport Canada program and funding submission in partnership with lead staff
- Other projects assigned from time to time as needed

E. Travel

This position will be required to travel to domestic events including camps and competitions throughout the year. International travel may be required as well. The association has a compensatory time off policy to cover such travel necessity.

G. Performance Review

On an annual basis the *Project Manager* will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and the demonstration of the required level of ability in key competency areas. These three components will form the basis of an annual performance review conducted by the Sr Manager of National Program Development.