



## **SPORT DEVELOPMENT COORDINATOR CLIMBING ESCALADE CANADA**

Climbing Escalade Canada (CEC) is the National Sports Organization and leader in the promotion and development of competition climbing in Canada for athletes and the extended climbing community. We strive to enable athletes to achieve their high-performance potential in an ethical, equitable and equal competition environment. Every day, we endeavor to live our values of community, transparency, pursuit of excellence, integrity, inclusion and athlete centricity.

As the National Sports Organization for competition climbing in Canada the CEC is primarily responsible for organizing national competitions for the purpose of establishing national champions and qualifying athletes for the Canadian national team representing Canada at international competitions such as the IFSC World Cup series and championships and Olympic events such as Olympics Games, Youth Olympics and Pan-Am Games.

### **EMPLOYMENT TYPE:**

Type of Position:	Full-time position reporting directly to the Executive Director
Term and starting date:	Ongoing employee contract starting as early as August 1, 2022
Hours of Work:	Climbing Escalade Canada's regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week. However, the demands of this position will require hours of work to vary to meet the objectives of the employment (evenings and weekends)
Location:	Preferred location is Ottawa, ON. However, location is flexible.
All Applicants:	Must be legally entitled to work in Canada

Climbing Escalade Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We welcome and encourage applications from First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, creed, sex, sexual orientation, age, marital status, family status or disability or any other protected ground of discrimination.

As a condition of employment, the successful candidate will be required to undergo a successful background check.

### **KEY RESPONSIBILITIES**

#### *Event & Programs Coordination*

70%

- Be the staff lead on the Competition Committee
- Collaborate on the planning of and strategic vision for events & programs
- Facilitate execution and delivery of event & programs
- Oversee the application and selection process for CEC's officials and setters
- Work directly with the series sponsors on on-site activations and sponsor involvement
- Manage expenses for events & programs within the predetermined budget
- Work with Host Gym Liaison in all matters related to events logistics
- Work with Volunteer Coordinator in all matters related to staffing of events
- Manage registration for domestic competitions, as well as registrations for IFSC events

- Track, maintain and update event & program inventory (equipment, signage, uniforms, etc.)
- Arrange for shipping, receiving and storage of event & program equipment
- Attend all CEC events as budget and time permits

*Safe Sport & Inclusion Framework*

20%

- Annually review Screening Policy and Requirements in line with best practices
- Complete annual screening of all CEC volunteers
- Be CEC Contact Person for the Universal Code of Conduct to prevent and address Maltreatment in Sport (UCCMS)
- Develop and implement data collection process of injuries at CEC events
- Implement CEC's Concussion Policy and Protocol
- Be the staff lead on either the Diversity & Inclusion Committee or the Para-Climbing Committee (based on successful candidate's preferences)

*Administrative Assistance*

10%

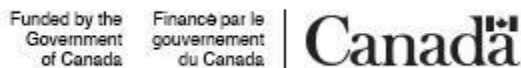
- Assist in building applications and final reports for funding opportunities (Sport Canada, OTP, Carding, Tourism Grants, etc.)
- Attend all NSO/PTSOs Monthly meetings
- Respond to general customer service questions regarding CEC's events
- Assist with content for CEC's website and social media channels
- Assist with monitoring of athletes' compliance to various programs, such as the Canadian Anti-Doping Program, the COPSI network, and the CEC HP Program
- Assist and provide support to other members of the CEC staff as requested

**REQUIRED SKILLS, KNOWLEDGE & ABILITIES:**

- Post-secondary degree or diploma in event management, sport administration, marketing, hospitality, or a related field
- 2-3 years or more of progressive event coordinating experience; or a combination of educational and professional experience in a related capacity
- Strong working knowledge of software applications – Microsoft Office (Word, Excel, Power Point), Adobe Photoshop or InDesign is considered an asset.
- Exemplary organizational and time management skills with strong attention to detail
- Ability to work and thrive in a fast-paced and changing environment, both as a team member and autonomously, with minimal supervision
- Sound judgment, problem-solving skills and the ability to take initiative.
- Ability to see the sport from a national lens, be aware of personal bias and act in the best interest of all CEC stakeholders
- Positive and professional attitude when dealing with team members, partners and the public
- Bilingualism in English/French is considered a strong asset

**APPLICATION:**

This position has been made possible in part by the Government of Canada.



**Deadline for application is July 10, 2022.** Interested candidates should apply by email with a resume and a cover letter to:

Christiane Marceau,  
 Executive Director of Climbing Escalade Canada  
[ed@climbingcanada.ca](mailto:ed@climbingcanada.ca)

*We thank all applicants for their interest, however, only those being considered will be contacted.*