



JOB POSTING

Posting Date: April 9th, 2019
Position: Major events, Coordinator
Start Date: June 15th, 2019
Reporting Relationship: Sport & System Development (“SSD”), Manager

Canada Snowboard is the governing body for the sport of snowboarding in Canada. Committed to high performance excellence, Canada Snowboard provides a wide range of events and support services based on established principles of long term athlete development, for all levels of snowboarding ability.

Canada Snowboard is looking for an enthusiastic and proactive individual to fulfil the major event Coordinator position. Under the supervision of the Sport & System Development (SSD) Manager, the major event Coordinator will be responsible for the completion of specific duties in the Events & Competitions areas. Key responsibilities include:

- Work closely with the SSD Manager, each world cup managers and other key stakeholders in the implementation of the major events.
- Execute each major event (“World Cup”) Project Plan (with the support of the SSD Manager) for our domestic major event in line with the Long-Term Athlete Development Model, the Para-Long Term Athlete Development Model and the Canada Snowboard’s Bidding & Hosting Competition Strategy.
- Support the Sport & System Development Manager and the Business Development Director with the planning of the Canada Snowboard World Cups properties (pre-work):
 - World Cup Location/ dates
 - Develop Sport Tourism Economic Assessment Analysis for different major events’ locations
 - RFP to major event Resorts – in collaboration with the Provincial/ Territorial Snowboard Associations
 - Secure dates with the International Ski/Snowboard Federation
 - Provincial and federal funding requests (with support of the Provincial/ Territorial Snowboard Association)
 - Local Organizing Committee (LOC) structure:
 - Terms of reference
 - Organization chart s
 - Budget creation – initial drafts
- Support the World Cup local organizing committees with planning and execution of the necessary requirements for:
 - Financial and legal sub-committees; budget review and prepare legal documents between the LOC, Canada Snowboard and the International Ski/Snowboard Federation

- Competition sub-committees; ensure all competition needs are in place to deliver the events (including accommodation packages, equipment needs and/or officials)
- Sport development sub-committees; ensure all sport development activities are been implemented according to the national and provincial needs.
- Marketing & communication sub-committees; including event branding, marketing materials, sponsorship activations, VIP hosting, and support in communications as required
- Capture all the information needed to monitor and evaluate the delivery of Canada Snowboard's major event.
- Reporting to event funding partners and sponsors including data capture, report creation

Successful candidates will have:

- Excellent oral & written skills in English and/or French
- Excellent knowledge of the office suite (word, excel, smartsheets etc.)
- Excellent time management skills, multitasking skills and the ability to prioritize tasks with minimal supervision
- Flexibility to work an adaptive schedule
- Experience in event coordination (major event coordination will be an asset)
- Related post-secondary education or equivalent experience

Note: Bilingualism in French and English is be an asset, however not necessarily a requirement. A background in the sport of competitive snowboarding and/or the Canadian sport system would also be considered an asset.

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to careers@canadasnowboard.ca by **April 30th, 2019**.

For more information, please contact Roberto Montanes, Sport & System Development Manager at roberto@canadasnowboard.ca.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.
