



JOB DESCRIPTION

Position: Program Coordinator
Status: Part-time until March 31, 2017
Location: National Office (Ottawa)
Application Deadline: February 19, 2016
Starting Date: March 1, 2016
Salary Range: \$25-27.5K

Nature of the Position: Wrestling Canada Lutte (WCL) is the national sport governing body for Olympic style wrestling in Canada. Working in collaboration with our partners, we support the development and growth of wrestling in Canada. We provide athletes, coaches, officials, volunteers and staff with the programs and services they need to succeed from playground to podium.

A valuable member of the High Performance department, this dynamic and energetic team player will be responsible for the coordination and administration of several key projects and will provide related program assistance.

Key Responsibilities: Working with all National Office staff and reporting to the High Performance Manager, the Coordinator has authority to take measures that are necessary in the daily operations of WCL's National Team and High Performance Program in accordance with approved budgets and policies. Key responsibilities include:

- Assist in day-to-day operations
- Coordinate data management and maintain international results for AAP Program
- Liaise with national team members on matters related to Sport Canada AAP
- Liaise with national team members on matters related to CCES (Whereabouts, education, etc.)
- Communicate and manage common standard practices, services and support to national team members
- Maintain national team international calendar
- Manage and communicate all national team and international event-related logistics (travel, registration, UWW licensing, family and friends support, etc.)
- Coordinate all national team administration (athlete agreements, post-event surveys, information database, etc.)
- Assist in IST coordination
- Assist in national team uniform distribution
- Maintain national team athlete profiles
- Provide assistance in tracking expenses related to all national team and HP related programming
- Provide administrative support to Athlete Council and High Performance Committee
- Other, as directed by the HPM or Executive Director





Qualifications

- Post-secondary education and/or equivalent experience in sport management or sport administration
- Knowledge of the Canadian Sport system, more specifically the high performance sport environment, including WCL and key stakeholders
- Proven organizational and management skills
- Excellent oral and written communication skills related to a range of audiences including athletes, coaches, WCL staff, and external stakeholders
- Strong skills with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to create and manage data collection tools such SurveyMonkey, Google Docs, etc.
- Ability to effectively manage multiple projects with specific deadlines concurrently
- The ability to communicate in both of Canada's official languages would be an asset

Applications for the Position

Wrestling Canada Lutte hires on the basis of merit. It is committed to the principle of equity in employment. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Applications for the position must be received no later than the end of business February 19, 2016. This application deadline may be extended at the discretion of the Association. We thank all candidates in advance. We will, however, contact only those selected for an interview.

Please mail or e-mail your résumé and covering letter, in confidence, to:

Tamara Medwidsky
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