



JOB POSTING

ADMINISTRATIVE ASSISTANT – HIGH PERFORMANCE

Overview of Cycling Canada:

Cycling Canada (CC) is the recognized authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track. Founded in 1882, CC aims to create and sustain an effective system that develops talented Canadian cyclists to achieve Olympic, Paralympic and World Championship medal performances. With the vision to be a leading competitive cycling nation by 2020 celebrating enhanced international success, increased national participation and world class event hosting, Cycling Canada manages the National teams, hosts national and international events, and administers community programs to promote Cycling in Canada.

Job Description:

The Administrative Assistant – High Performance will be responsible for assisting the financial management and delivery of Cycling National Team Programs. Under the supervision of the of the High Performance management team (the High Performance Director, the Para-cycling Manager, the Off-road Manager and the Track and Road Manager) the Administrative Assistant – High Performance will help ensure the efficient delivery of the approved High Performance Program, as well as timely and accurate bookkeeping and financial reporting of those programs.

This position is based at the Cycling Canada offices in Ottawa, Ontario.

Key Responsibilities include but are not limited to:

- Processing expense reports related to High Performance Programs
- Updating the financial tracking of High Performance Programs in Quickbooks
- Producing High Performance Program reports in Quickbooks
- Following up on accounts receivable
- Researching and booking accommodation, flight and vehicle rentals for High Performance programs
- Managing National Team clothing inventory
- Taking minutes on High Performance conference calls
- Following up on correspondence with National Team Athletes
- Maintaining and managing the National Team contact list
- Producing National Team supporting documents as needed

This full-time position is an excellent first step for candidates interested in working in High Performance Sport in Canada.

Knowledge and Skills

CC is looking for candidates that have strong administrative skills and the willingness to learn how to work in the Canadian sport system. Specific knowledge of the cycling sports is not essential. The position calls for superior organizational, logistical and communication skills.

The following skills are essential:

- A willingness to be a collaborative member of a team
- The ability to work with a diverse group of highly driven people
- An understanding of electronic bookkeeping
- Proficiency in Microsoft Excel
- Experience in an administrative support role
- Attention to detail
- The ability to work to deadlines

Candidates will be expected to be proficient in Microsoft Office programs (Word, Excel, Outlook, and Powerpoint).

A post secondary education with a degree in sport administration or business administration would be an asset.

In addition, the following skills, knowledge or experience will be considered assets:

- The ability to communicate in both official languages
- Proficiency in Quickbooks accounting software
- Experience in the Canadian sport system
- An understanding of cycling

Salary & Benefits

The salary scale for the position is in the range of \$40,000 to \$45,000 dependent on qualifications and experience. In addition the successful candidate will be eligible for benefits after a probationary period.

This position will be offered as a 12-month contract, with the possibility of it becoming a full-time position at the end of this period. The position is also subject to six-month probation; at the end of which a documented performance review will be completed.

Starting Date: May 15, 2017

Application Deadline:

Persons interested should send an expression of interest cover letter and resume for this position to general@cyclingcanada.ca by **April 15, 2017**

All applications will be confidential. We thank all those who apply. Only individuals selected for further consideration will be contacted. Cycling Canada promotes Employment Equity. Any special needs will be accommodated for those invited for an interview.

THIS POSITION IS FINANCIALLY SUPPORTED BY SPORT CANADA.