



Cycling**CANADA**Cyclisme

JOB POSTING

CYCLING CANADA – COMPETITION COORDINATOR

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 Competition Coordinator is responsible for administrating, planning and assisting the delivery of national and international cycling events in Canada. The Competition Coordinator will partner with the Sport Coordinators in the delivery of Canadian Championships events and assist the planning and implementation of the national event calendar. In addition, the Competition Coordinator will support the delivery of sponsor and supporter benefits at events within Canada.

Key Responsibilities include but are not limited to:

- Coordinate the publication and distribution of the National Event Calendar
- Serve as Cycling Canada's lead liaison for any event related inquiries
- Coordinate officials' assignments for all national events
- Coordinates rule changes as approved by the Officials' Committee
- Implements Cycling Canada's sponsor agreements at Canadian Championships
- Gathers and analyzes participation numbers and results from National Calendar Events

Knowledge and Skills

CC is looking for candidates that have general knowledge of the Canadian sport system as well as a proven ability to assist the delivery of activities and events. Due to the collaborative nature of the position, candidates with strong communication and relationship building skills will be sought. The Competition Coordinator needs to have multi-tasking and organizational skills and an understanding of the planning process.

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.

The ideal candidate will have experience and knowledge in data entry, excel based reporting and sport administration. Project management, financial management and event management skills are required for this position.

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

- The ability to work with event volunteers
- The ability to communicate in both official languages
- Knowledge and experience delivering programs and activities
- The ability to monitor budgets
- The ability to create documents supporting the events

Salary & Benefits

The salary scale for the position is in the range of \$ 42,500 to \$ 45,000 dependent on qualifications and experience. In addition the successful candidate will be eligible for benefits after a probationary period.

This position is subject to six-month probation; at the end of which a documented performance review will be completed.

Starting Date: April 1, 2013

Application Deadline:

Persons interested should send an expression of interest cover letter and resume for this position to general@cyclinqcanada.ca by **March 7, 2013**

***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.*

THIS POSITION IS FINANCIALLY SUPPORTED BY SPORT CANADA.