

JOIN OUR TEAM: High Performance and Office Coordinator

Are you interested in being a part of a team supporting future and current Olympians? Biathlon Canada's evolving organization is looking for an individual who is detail-oriented, flexible, and passionate about sport.

The successful candidate must be able to work full-time in Canmore, AB or be able to be in Canmore, AB two days a week.

Biathlon Canada offers programs from Biathlon Bears to the Olympics and Sport for Life.

The High Performance and Office Coordinator provides administrative and program support to Biathlon Canada's high performance system, staff, and programs. The HPOC also assists with the general office administration of the organization and with special projects.

Is this for you? Biathlon Canada is a small organization. All employees must be able to work within a team vision, lead, and execute in a dynamic environment.

High Performance and Office Coordinator (HPOC)

The HPOC reports to the Director of Development and High Performance and the CEO.

Duties and Responsibilities

High Performance Coordination:

- Leads the coordination of logistics for Senior National Team training camps, competitions, and meetings. Includes logistics for the World Cup, Olympic, IBU Cup, and Junior Cup levels. Travel to international competitions is not expected.
- Coordinates administration and communication of programs including Canadian Centre for Ethics in Sport programs, the Sport Canada Athlete Assistance Program, medical claims, athlete agreements, the National Team Program, Training Teams, and funding opportunities.
- Provides communications support for High Performance (HP) programming and general organization updates including updating the website, press releases, and internal communications.
- Supports financial management, including posting of revenues and expenses and assisting with HP budget tasks.

- Maintains Biathlon Canada athlete database, competition results library and related statistical data.
- Coordinates elements of Biathlon Canada's supplier pool as directed, including preparing and distributing uniform entitlements.

Office Coordination:

- Executes general administration, including answering general inquiries, directing incoming correspondence, shipping and receiving material, maintaining office supplies, providing logistics support for events and travel.
- Maintains Biathlon Canada's membership database and annual membership registration.
- Provides logistical support for Biathlon Canada official and coaching courses as directed by the Sport Development Manager.
- Administers insurance programs in collaboration with the CEO.
- Supports marketing, communications and fundraising efforts, including assisting with correspondence, updating Biathlon Canada's website and social media feeds, administering the online store.
- Supports events programming, including updating the race calendar, administering race licenses, assisting with technical package updates, maintaining officials certification records.
- Maintain and manage inventory of merchandise, targets, posters, signage, course materials etc.

Requirements

- Business Admin or Sport Management degree or diploma (or equivalent) or a suitable combination of education and job-related experience.
- Basic understanding of financial management.
- Strong computer skills, including Microsoft Office, website content management and ability to learn new programs quickly.
- Proven attention to detail.
- Superior communication skills.
- Proficient in English required and in French preferred.

Skills and Competencies

- Ability to prioritize tasks and strive to achieve high standards in terms of quality and timeliness of all work products.
- Has a strong understanding of High Performance Sport in Canada and the Canadian sport system.
- Is a team player who successfully interacts with staff, athletes, coaches, and others.
- Takes initiative: identifies where improvements can be made and implements changes.
- Is flexible, both in schedule and in tasks.

Working Conditions

- May be required from time to time to work evenings and weekends.
- Ability to lift items weighing up to approximately 30 lbs.
- May be required from time to time to work outdoors, including on snow.

Disclaimer: The preceding description is not designed to be a complete list of all duties and responsibilities required of the HPOC. The HPOC will be required to perform other duties as assigned.

As a Biathlon Canada employee, the High Performance and Office Coordinator will be eligible for employee benefits in accordance with Biathlon Canada's employee benefits policy.

Salary range: \$48,000–\$57,000 per annum.

Interested? Please apply:

Applications should be in the form of a letter of application, with CV and a list of three references, submitted by e-mail to: hambery@biathloncanada.ca. Deadline to receive applications and references is Friday, December 30, 2022.

Start Date: February 1, 2023