

Community Programs Manager – Full Time Employee

Application Deadline: November 30th, 2023

Starting Date: January 2, 2023

Remuneration: \$52,000 - \$55,000

POSITION: Community Programs Manager

LOCATION: Triathlon Canada Head Office – Victoria, BC

This position will require the successful candidate to be physically present in Triathlon Canada's head office 3-5 days per week with the option to work from a home office outside of required office hours.

ABOUT TRIATHLON CANADA

Triathlon Canada's more than 22,000 members include athletes, coaches, and officials from the grassroots to elite levels. Triathlon Canada supports athletes in reaching the Olympic and Paralympic podium, and we also inspire any Canadians who just want to discover what they're made of. Creating a culture of gold medal performances, Triathlon Canada is an organization dedicated to promoting excellence in the sport. Our team of dedicated professionals are committed to the same expectation we have of our athletes and coaches who represent us: being the best in the field, whether it's on the race course, in the training environment or in the offices and boardroom.

ABOUT THE POSITION

The purpose of this position is to ensure stability and continuity within the "Community Programs" department. The Manager will oversee contractors affiliated with these programs, ensure the ongoing integrity of existing programs and work to continue to add depth to the overall portfolio.

We are looking for a collaborative team player who has excellent planning and execution skills, great customer service orientation and who will take the initiative to receive strong results.

The key objectives and duties of this position are:

Management

- a) Oversee Community Program Coordinators & contractors
 - i. Track key deliverables for the department and report to the Director
 - ii. Conduct performance reviews annually where applicable
 - iii. Advise on areas where additional resources are required, including specialized staff

Annual planning

- b) Work with the Directors to develop fiscally responsible budgets for each program
- c) Contribute on an annual workplan with clearly identified deliverables

Events

- d) Assist with developing and delivering a long-term hosting plan
- e) Contribute on hosting agreements, bid documents, and sanctioning processes as needed
- f) Work with the local organizing committees to build strong relationships
- g) Provide leadership and technical support onsite at National Championships and other domestic international competitions
- h) Ensure event materials are ordered and organized

National Development Series & Camps

- i) Project lead for the organization and delivery of the National Development Series
- j) Project lead (logistics and planning) for national development camps
 - » Support contracted or staff coaches in the delivery of camp programs

Age Group World Championship Teams

- k) Oversee and manage the Age Group World Championships Teams program
- l) Ensure a high-quality package of services is delivered to this group, including:
 - » Communications
 - » Qualification
 - » Uniforms
 - » On-site support at World Championship events
- m) Work with the PSOs to ensure consistency across the country
- n) Develop, maintain and apply policies as needed to ensure compliance with Triathlon Canada's code of conduct and team selection procedures
- o) Gather annual feedback from the teams to continue to assess delivery and develop the program

Communications & Engagement

- p) Working closely with the Communications Manager, communicate Triathlon Canada's programs to the community clearly and effectively
- q) Help the community to understand what we do and how/where they can engage with the sport of triathlon
- r) Plan and deliver webinars to community groups on a variety of topics

EXPERIENCE & QUALIFICATIONS

- » Diploma or degree in sport administration, communications, or business-related fields OR equivalent experience
- » Motivated, detail-oriented self-starter comfortable with high levels of autonomy
- » Experience with front-facing customer service
- » Excellent written and verbal communication skills
- » Strong organizational skills
- » Strong computer and database skills
- » Experience with Office365, Sharepoint, OneDrive, Outlook, MailChimp, Survey Monkey, Word Press, etc.
- » Bilingual in English and French considered an asset

TO APPLY

Candidates can email applications directly to Rachel Macatee at Rachel.Macatee@triathloncanada.com by November 30, 2023.



Please indicate "Community Programs Manager" in both the subject line of your email and your covering letter.

TIMELINES

We thank all candidates for their interest. However, only qualified candidates will be contacted and invited to an interview.

DIVERSITY & INCLUSION

Triathlon Canada embraces diversity and inclusion in the workplace. We foster a culture of respect, teamwork, and inclusion where collaboration, innovation, and creativity fuel our quest for excellence. While all qualified persons are invited to apply, we welcome applications from Indigenous persons, racialized persons, persons with disabilities, women and LGBTQIA2S+ persons.