



SENIOR COORDINATOR, PARALYMPIC PERFORMANCE

JOB PURPOSE

The Senior Coordinator, Paralympic Performance works with a team to enhance Paralympic Games Performance Services and to support member sports with a suite of services, programs and funding initiatives, including Games Site Visits, Familiarization, Pre-Games Training Camp Scouting, Test Events, Pre-Games Team Orientations, and Games Performance Services inclusive of Health and Sport Sciences Services. The Senior Coordinator also works with CPC's performance partners to ensure alignment of programming for integrated High-Performance & Games planning. This role also works closely with the CPC Paralympic Pathways team on athlete identification, transfer initiatives and ongoing Paralympic Pathway initiatives involving sport members.

Type: Full Time

Reports To: Manager, Paralympic Performance

Location: Ottawa

Primary Responsibilities

- Contributes to the CPC Sport Strategy and implements the strategic program plans
- Assists in the development and implementation of the Paralympic Games Performance and Sport Services operational plan with our sport members
- Assists in the development of a suite of services and programs to deliver the CPC Sport Strategy outcomes to achieve our established key performance targets
- Provides ongoing status reports on all program plans and the relationship status with sports and performance partners
- Implements initiatives with performance partners on areas of efficiencies around Paralympic Performance Services
- Assists in the collection of data and provides analysis of Canada's performance leading up to and during the Games, in collaboration with performance partners, on a sport-by-sport basis
- Collaborates with other CPC departments to achieve CPC strategic outcomes
- Manages relationships with sport members and key performance partners to deliver optimal planning and world class services during the Games



- Understands, implements and maintains world class Paralympic best practices and processes through ongoing collaboration within the department
- Participates in Own The Podium reviews of assigned sports

Qualifications

Education

- Post-secondary education, preferably in kinesiology, or equivalent experience in a similar position with a sport organization or as an athlete or a coach

Knowledge and Skills

- Strong sport technical knowledge including an understanding of the Canadian Sport system and the roles, responsibilities and pressures of athletes, coaches and NSOs
- Strong understanding of the Games environment to best help prepare athletes, coaches and team leaders to perform during the Paralympic Games
- Demonstrated ability to develop relationships and work effectively and collaboratively with both internal and external colleagues
- Ability to communicate and write in both official languages
- Proficiency with office applications such as email, project planning, databases, word processing, spreadsheets, presentation development, etc.
- Ability to work in a team environment with strong interpersonal skills
- Detail oriented with a thorough approach to problem solving and work processes

Experience

- Three (3) to five (5) years' experience as a high performance athlete and/or coach
- Experience working in a National Sport Organization in the high performance department
- Experience working in a Games environment
- Strong event planning and logistics experience
- Experience as a Paralympian considered as an asset

Personal Characteristics

- Strong relationship management skills
- Demonstrates reliability and responsibility
- Dynamic, can adapt to change and work in fast pace environments
- Results-oriented
- Strategic
- Systematic and organized
- Cooperative, team player, collaborative
- Active Listener: understands requirements before leaping to action



Values

- Exemplifies our organizational values
 - Excellence
 - Integrity
 - Focus
 - Team

Working Conditions

- Work is primarily in an office environment
- Overnight travel and off-site work required (e.g. Games, Events, etc.)
- Will be required to work evenings and weekends during busy periods, including Games and other special events

Application Process

Interested applicants can apply through the following link:

<https://paralympic.bamboohr.com/jobs/view.php?id=8> by no later than **Friday June 29, 2018.**

CPC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

CPC welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.