

COORDINATOR, EDUCATION PARTNERSHIPS

STATUS	Full-Time
REPORTING TO	Director, Education Partnerships
LOCATION	House of Sport, Ottawa, ON
SALARY	\$40,000 to \$45,000
START DATE	July 2021
LANGUAGE	Bilingualism is a strong asset (English and French)
WEBSITE	www.coach.ca

SUMMARY

The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

The CAC is dedicated to offer a diverse and inclusive workplace and to create a culture and commitment that align with our aspirational [values](#).

- Seek to Understand
- Cultivate Inclusion
- Be Curious
- Act with Courage
- Lead and Serve with Gratitude

The CAC understand the diversity of its workforce and offer different opportunities through its practices and policies to promote a work-life balance for its employees.

The CAC is searching for a dynamic new employee to join our team. Coordinator, Education Partnerships will support both the Director, Education Partnerships and the Education Partnerships team in execution of programs and operations related to the annual plan. The successful candidate will work closely with the director to enhance the operations of the Education Partnerships department of the CAC.

DUTIES & RESPONSIBILITIES

ADMINISTRATION

- Coordinate logistics and communications for partners calls and meetings, team meetings and other events;
- Provide administrative and logistics support prior to and during meetings;
- Assist with communications and reports post-meetings;
- Follow up on meeting action items and deliverables;
- Manage various expenses and accounts within the operational budget;
- Coordinate and manage Education Partnerships calendar of activities.

ACTIVITIES COORDINATION

- Provide support in the creation, implementation and evaluation of various activities, initiatives and projects;
- Monitor project schedules and overall education partnerships operational plan;
- Support education partnership activities, projects and initiatives to ensure project timelines and deliverables are met;
- Provide support to project manager as required, and project manage projects where required.

REPORTING AND ANALYTICS

- Support the management of report requests from internal staff and partners;
- Coordinate report and analytics requests with Manager, Coach and Partner Services and Analytics.

OTHER DUTIES

- Coordinate Education Partnerships related activities prior and during the CAC's annual Partners Congress;
- Other duties as required.

QUALIFICATIONS

An equivalent combination of the following education, skills and experience will be considered:

- Degree in relevant field (Administration, Project Management, Event Management, etc.);
- Experience in using and managing a database is an asset;
- Ability to communicate effectively in French and English would be a very strong asset;
- Strong organizational skills;
- Ability to determine priorities, be self-directed and work with minimal supervision;
- Ability to multi-task and prioritize appropriately in a fast-paced environment.
- Detail-oriented, service-oriented and result-oriented with a sense of pride in their quality of work;
- Strong leadership, cooperative, collaborative, team player.

APPLICATION INFORMATION

The CAC 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, color, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability. Salary based on previous experience and education.

Please send your resume and cover letter by **June 15, 2021** to hr@coach.ca. All responses are appreciated, however, only those selected for an interview will receive a reply.