

COORDINATOR, EQUITY & INCLUSION PROJECTS

STATUS	Term Position (20 months)
REPORTING TO	Director, Sport Safety
LOCATION	Ottawa, ON
START DATE	August 2022
END DATE	March 31, 2024
SALARY	\$45,000 to \$50,000
LANGUAGE	Bilingualism considered a strong asset (English & 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 new employee to join our team for a term position. The Project Coordinator will contribute to the development and implementation of the Association's equity and inclusion initiatives specifically related to two program areas: Addressing and Preventing Gender-based violence/teen dating violence and women in coaching. Working with the Director, Sport Safety, the Project Coordinator will work collaboratively to coordinate and support project teams (research team leads, a task force, committees, partners, and stakeholders) in the implementation of programs and the monitoring and evaluation of new educational modules aligned with supporting a safe sport environment, namely the Support through Sport series. We are looking for someone with strong interpersonal skills and clear and thoughtful verbal and written communication experience. The Project Coordinator will promote positive and respectful environments for coaches, partners, and staff, and develop resources that support and promote the safety and belonging of stakeholders in sport.

DUTIES & RESPONSIBILITIES

Administrative

- Provide administrative and logistical support to staff, the research teams, advisory committee and project leads for the hosting of teleconferences, meetings, focus groups and other activities
- Disseminate online survey tools and monitor responses
- Assist in the collation of survey, interview and focus group data
- Assist in the development and updates of online education modules and resources
- Update coach.ca website content as required

Financial

- Manage project budgets
- Manage contracts
- Report financial updates as needed

Planning and Project Management

- Develop, monitor, and execute detailed plans for multi-year projects
- Oversee all work plans and ensure ongoing adherence to deadlines and key deliverables
- Draft interim and annual project reports for internal and funding partner requirements
- Support the planning, implementation, and evaluation of project specific critical paths
- Other duties as required.

Programming

Gender+ Equity Mentorship Program

- Women in High Performance Sport
 - Program management
- Black Canadian Coaches Association (BCCA) Black Female Coach Mentorship Program
 - Program support (Led by BCCA)
 - Collaborate with BCCA
- Canadian Paralympic Committee (CPC) Women Coaches with a Disability or Disabilities
 - Program support (Led by CPC Program Lead)
 - Collaborate with CPC
- Training for Effective Mentees
 - Facilitate training for CAC and partners' mentorship programs

Canadian Journal for Women in Coaching

- Provide feedback on quarterly issues
- Review and update program files
- Administrative tasks: Coordinate Board meetings, meeting minutes

NSO Grants: Equity, Diversity and Inclusion

- Revise, implement and launch program annually
- Create selection committee and support application review
- Support selected partners with their initiatives

Canada Games Apprenticeship Program

- Support Province/Territories in program management
- Support coaches in 2022 (program debrief/evaluation) and 2023 cohort virtually and at PEI Games (February 2023)
- Event management: Professional Development sessions, events at the Games

- Collaborate with Aboriginal Sport Circle (ASC)

Community Support

- Provide guidance to partners, sport organizations and coaches on equity, diversity and inclusion
- Present monthly program updates at Partner Calls

Other responsibilities as required.

QUALIFICATIONS

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

- University/College education in sport management/administration, education, business administration or relevant field, or an equivalent combination of education, training, and expertise;
- Proven record of accomplishment of effective project and budget management, educational material development and/or coaching;
- Experience working within the sport sector, government or educational settings such as University or College considered an asset;
- PMP® certification considered an asset.

SKILLS & ATTRIBUTES

- Well developed and proven project management skills;
- Exceptional relationship management and strong written and verbal communication skills;
- Must be able to manage multiple priorities and meet timelines in a fast-paced environment;
- Proven problem-solving skills and ability to be creative and flexible in bringing forth solutions;
- Must be a strong team player, willing to be an engaged contributor to the CAC Team;
- Strong administrative skills: detail-oriented, organized, ability to multi-task, prioritize work and respond in a reliable and timely fashion.
- Ability to use tact and diplomacy when dealing with various clients.
- Work autonomously and as part of a high-functioning team.
- Passion for sport, physical activity, coaching, education considered an asset;
- Bilingualism (English, French) considered an asset.
 - Conversational French and basic writing skills

APPLICATION INFORMATION

Please send your resume and cover letter by **July 17, 2022**, to hr@coach.ca.

All responses are appreciated, only those selected for an interview will receive a reply. Visit www.coach.ca for more information about coach education, training, and support.

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. Possibility of accommodation on request for candidates taking part in all aspects of the selection process.

CAC Equity, Diversity and Inclusion Policy available here: https://coach.ca/sites/default/files/2020-08/CAC_Equity_Diversity_Inclusion_Policy-2020.pdf