



COORDINATOR, SPECIAL PROJECTS (WOMEN AND GENDER EQUITY)

STATUS	Full-Time Term until March 31 st , 2026
REPORTING TO	Manager, Equity Programs – Sport Safety Department
LOCATION	Ottawa, ON or Remote
SCHEDULE	40 hours per week (Monday to Friday)
ANNUAL SALARY	Pay Band 6 \$45,000 - \$50,000

POSITION SUMMARY

Reporting to the Manager, Equity Programs, the Coordinator, Special Projects is responsible for developing and implementing a communications plan, creating content, and coordinating logistics for various aspects of the Women and Gender Equity Project, and collaborating on gender equity initiatives within the Sport Safety Department.

The Women and Gender Equity Project is a 20-month project. The project aims to advance gender equity, leadership development and knowledge transfer through a Community of Practice and mentorship program for women in coaching. Through three key components, the project will raise awareness, provide educational opportunities, and develop leading practices to support sport organizations and women coaches.

CORE DUTIES & RESPONSIBILITIES

Communications

- Develop a comprehensive communications plan for gender equity and Sport Safety programs, products, and services.
- Create content to promote project-related programs, products, and services, including press releases, website copy, social media posts, feature articles, and vignettes.
- Coordinate graphic design for new and revised products and materials related to the project.
- Contribute to the production and distribution of a final, bilingual project report.
- Liaise with external agencies to develop promotional campaigns, produce video content, and design materials for the project.
- Support content leads in writing and design of coach stories, development of new content, revisions to existing materials, and for launch to coach.ca.

Program Coordination

- Coordinate the program application process including distribution of calls for applications and applicant screening.
- Coordinate logistics and communications for project-related meetings and training events, including participant travel.
- Take notes, track actions and decisions, and distribute meeting minutes to project teams and participants as needed.
- Communicate with internal and external interested parties as needed to ensure timelines and deliverables are met.

- Perform administrative processes to support proper accounting, documentation, and file management for the project.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, & OTHER COMPETENCIES

The following knowledge, skills, abilities, and other factors, gained through work experience, education, or a combination thereof, are essential for success in the role.

These core competencies are behavioural expressions of the **CAC's aspirational values**. All current and prospective employees should demonstrate the ability or potential to perform in these areas.

Functional Competencies

- Interested party engagement: the ability to ensure relevant parties are informed and involved in conversations and decisions that affect them.
- Audience identification: the process of defining a target audience for products, services, or content.
- Content creation: the process of producing relevant, engaging, and information material for distribution.
- Administrative skills: the ability to manage administrative tasks (for example, electronic filing, answering phone calls, tracking service level agreements) with keen attention to detail.
- Meeting/event coordination: the ability to plan, organize, and host events.

Job-Specific Competencies

- Demonstrated knowledge of current principles, practices, and techniques for strategic communications.
- Brand integration: adept at incorporating brand identity into various forms of communication and marketing efforts.
- Campaign management: the ability to create and execute an action plan to achieve a particular goal regarding a product, service, or brand.
- Preference will be given to bilingual (English/French) candidates.

WORK ENVIRONMENT

- The CAC operates a hybrid work model with employees working in the office 3 days per week. A remote work agreement may be considered for this role.
- All in-person employees have a dedicated workspace within a shared office environment.
- The incumbent will be required to complete 8-hour work shifts within this window, with consideration given to accommodation requirements.

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, gender identity, sexual orientation, record of offences, age, marital status, family status or disability.

Please send your resume and cover letter by 17h00 EDT on July 7, 2024, to hr@coach.ca. All responses are appreciated, however, only those selected for an interview will receive a reply.