



MANAGER, SPECIAL PROJECTS (WOMEN AND GENDER EQUITY)

STATUS	Full-Time Term until March 31 st , 2026
REPORTING TO	Director, Sport Safety
LOCATION	Ottawa, ON or Remote
ANNUAL SALARY	\$55,000 – \$63,000

POSITION SUMMARY

Reporting to the Director, Sport Safety, the Manager, Special Project is responsible for program and project management and will provide subject matter expertise in gender equity, for all aspects of the Women and Gender Equity Project.

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

Program Management

- Manage the complete project lifecycle for all components of the project (Communities of Practice, Communications, Evaluation, new products and revisions, coach stories, and project updates).
- Work collaboratively with business owner/project teams and contributors to fulfil project requirements
- Utilize project management tools, templates, and processes, with guidance from the Project Management Office as needed.
- Facilitate regular meetings and correspondence with the program team to ensure accurate project monitoring and reporting.
- Monitor the program for issues and opportunities and adjust project plans accordingly.
- Lead debrief processes and reporting upon completion of the project.
- Oversee proper accounting, documentation, and file management for all program components.

Project Oversight and Reporting

- Monitor project status reports to forecast resource requirements and identify issues/gaps.
- Act as a liaison between project leads and business owner regarding project timelines and resource requirements.
- Facilitate communication, expectation management, and conflict resolution between interested parties.
- Make recommendations for project requirements to ensure financial and human resource capacity to maximize efficiency.

- Identify, assess, and manage project risks throughout the project life cycle, and implement mitigation plans to minimize program uncertainties.

Engagement and Activation

- Manage the program application process including distribution of calls for applications and applicant selection.
- Serve as primary point of contact for participating individuals and organizations.
- Determine requirements and oversee coordination of program related meetings and training events.
- Identify and secure subject matter experts for in-person training and online events.
- Manage the Request for Proposal (RFP) process for project vendors and contractors, and oversee vendor and contractor deliverables.
- Oversee document production, including creation and revision of project-related materials and a final, bilingual project report.

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

- Project management: the ability to plan, initiate, execute, control, and close the work of a team to achieve specific goals.
- Relationship-building: the ability to establish, develop, and maintain positive connections with others.
- Interested party engagement: the ability to ensure relevant parties are informed and involved in conversations and decisions that affect them.
- Meeting/event coordination and facilitation: the ability to organize, host, and effectively lead meetings/events to ensure outcomes/objectives are achieved.
- Vendor and contractor management: monitor contract terms to ensure quality and adherence.
- Content creation: the process of producing relevant, engaging, and information material for distribution.

Job-Specific Competencies

- Demonstrated subject matter expertise and experience in gender equity initiatives. As part of the application process, applicants should clearly demonstrate subject matter expertise in gender equity.
- Risk assessment: adept at identifying potential risks, analyzing their potential impact on projects, programs, or decisions, and proposing effective mitigation strategies.
- Reporting: the ability to prepare and present regular, systematic updates about progress, issues, or achievements.
- Resource management: adept at identifying resource requirements (human, financial, time) to meet project deliverables.

- Process optimization: the ability to develop, implement, oversee, analyze, and improve processes for efficiency and alignment with organizational objectives.
- 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.
- Based on experience, the work schedule for this role may range from 3 to 5 days per week.
- This is a public-facing role. The incumbent should be comfortable interacting with members of the public and leading group presentations.

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 2, 2024, to hr@coach.ca. All responses are appreciated, however, only those selected for an interview will receive a reply.