



## PROGRAM LEAD, WAGE

STATUS	Full-Time Term until March 31 <sup>st</sup> , 2027
REPORTING TO	Project Manager
LOCATION	Ottawa, ON or Remote
SCHEDULE	40 hours per week, Monday to Friday. Occasional travel or extended hours may be required.
ANTICIPATED START DATE	July 2026
COMPENSATION	\$70,000 annual salary (pro-rated for length of term) Eligible for Group Health Benefits PTO including vacation, sick leave, and 1 personal day

## POSITION SUMMARY

Reporting to the Project Manager and working collaboratively with the Resource and Content Lead, the **Program Lead** will oversee the coordination and delivery of programming components for the Women and Gender Equity Project: *Advancing Gender Equity in Coaching Through Communities of Practice and Mentorship*.

The project, which originally launched in summer 2024, had three goals: to advance gender equity, leadership development and knowledge transfer through a Community of Practice and mentorship program for women in coaching. Through these three goals, the project is raising awareness, providing educational opportunities, and developing leading practices to support sport organizations and women coaches.

Working with social learning leaders, program participants, university research teams, and CAC team members, the Program Lead will ensure alignment across activities, support and engage participants and partner organizations, and drive consistent implementation of systemic workforce change initiatives to advance women's economic development in coaching.

Language Requirement: Advanced proficiency in English is essential for this position, including oral and written communication. Proficiency in both official languages (English and French) would be considered an asset.

**We encourage you to apply even if you do not meet every requirement of the position as described.** We know talented people may not check every box and we recognize that skills and experience can be developed in many ways. We are interested in learning how your background, strengths, and motivation might contribute to this role and our organization.

## CORE DUTIES & RESPONSIBILITIES

### Program Activation and Participant Engagement

The Program Lead will leverage interpersonal communication, problem-solving skills, and event coordination experience to plan and execute engaging program activities.

- Manage the sport selection process
- Serve as primary point of contact for a cohort of participating individuals and organizations.
- Listen actively to participant feedback and insights, translating lessons learned into objectives and actions.
- Design and facilitate engagement sessions to drive action and achieve defined objectives, including:
  - Mentorship programming that provides structured, supervised experiential learning for emerging women coaches.
  - A Community of Practice for mentee coaches to foster shared learning, peer support, and leadership development.
  - A Community of Practice for sport leaders that co-creates and implements strategic change initiatives focused on gender equity in coaching.
- Determine and manage logistics for meetings and events, including venue selection and coordination, registration, audio/visual, food and beverage, accessibility considerations, and other details as required.
- Coordinate travel and accommodation needs for event participants.
- Identify and contract third-party vendors, contractors, and subject matter experts to support the delivery of identified programming.
- Oversee deliverables and monitor service delivery of third-party vendors, contractors, and subject matter experts for quality and timeliness.
- Coordinate and support participating organizations with the implementation of gender equity training and programming, including NCCP Mentorship.

### **Project Coordination and Oversight**

The Programming Lead will apply strong organizational and planning skills, resource and vendor management experience, and attention to detail to coordinate and execute the project plan.

- Work collaboratively with the project team members to fulfil project deliverables, ensuring alignment with organizational and funder priorities.
- Utilize project management tools, templates, and processes, with guidance from the Project Management Office as needed.
- Coordinate and facilitate regular meetings and correspondence with internal and external project team members.
- Take notes, track actions and decisions, and distribute minutes to team members and participants as needed.
- Prepare accurate reports, budgets, and status updates to meet funder obligations.
- Monitor progress, identify risks and opportunities, and implement mitigation strategies.
- Participate in debriefing processes with post-implementation reviews and lessons learned.
- Ensure proper accounting, documentation, and file management for all project deliverables.
- Contribute to 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 and Job-Specific Competencies

- Project management: the ability to plan, initiate, execute, control, and close the work of a team to achieve specific goals.
- Resource management: adept at identifying and allocating resource requirements (human, financial, time) to meet project deliverables.
- Vendor and contractor management: monitor contract terms to ensure quality and adherence.
- 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.
- Reporting: the ability to prepare and present regular, systematic updates about progress, issues, or achievements.
- Demonstrated subject matter expertise and experience in gender equity initiatives and/or social learning networks would be considered an asset. As part of the application process, applicants should clearly demonstrate their relevant expertise.
- Preference will be given to bilingual (English/French) candidates.

### WORK ENVIRONMENT

- The CAC operates a hybrid work model with 2 remote days per week. All in-person employees have a dedicated workspace within a shared office environment.
- A remote work arrangement may be considered for this role.
- The incumbent will be required to complete 8-hour shifts within the hours of 7h00 to 18h00, with consideration given to accommodation requirements.
- The incumbent must be available for occasional travel.
- 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 May 24<sup>th</sup>, 2026, to [hr@coach.ca](mailto:hr@coach.ca). All responses are appreciated, however, only those selected for an interview will receive a reply.