



Job Opportunity - Programs Manager

ABOUT SQUASH CANADA

Founded in 1913, Squash Canada is a non-profit, national sport association responsible for the development of athletes, coaches and officials and sets the standards for Canadian Squash. Squash Canada is a proud member of the Pan-American and World Squash Federations and participates in the Pan-American Championships, Commonwealth & Pan-Am Games as well as World Championships at the junior and senior level. Each year Squash Canada hosts nine national championships across the country and works with its provincial and territorial partners to promote the growth and development of squash across the country.

POSITION OVERVIEW

The **Programs Manager** provides leadership and management to a cross section of Squash Canada's event, communications and technical programs. The position reports to the Executive Director and requires an integrated and collaborate approach with other professional staff, volunteers, host organizing committees and provincial/territorial partners.

JOB RESPONSIBILITIES

Events Management (35%)

- Manage event hosting standards, and bidding and selection procedures for nine annual national championships and one international junior event
- Serve as the association's principal liaison with host organizing committees of various national championships towards successful delivery of events in accordance with established hosting standards.
- Create, maintain and update each event's webpage.
- Manage championship registrations, seeding, draws, scheduling and results management using the association's software platform, Club Locker.
- Serve as the primary liaison with the Canada Games Council and provincial/territorial associations regarding Canada Winter Games athlete quotas, technical rules and other event planning information.
- Assist with international event hosting strategy development, bidding, planning and execution as applicable.
- Assist with the planning and execution of the Annual General Meeting.

Promotion & Communications (30%)

- Develop and implement a Promotions & Communications strategy.
- Manage and maintain content for the organization's website.
- Leverage and activate the organization's social media platforms: Facebook, Twitter, Instagram and YouTube

- Prepare news releases and manage media relation activities.
- Develop and activate national promotional /marketing campaigns.
- Assist in servicing and activating Squash Canada partners.
- Manage the organization's Awards program.

Coaching Program (15%)

- Provide leadership to the organization's National Coaching Certification Program and coach development activities.
- Work with provincial association partners, national coaching committee and coach developers to manage and drive delivery of the NCCP.
- Serve as the lead liaison with the Coaching Association of Canada.
- Administer the squash NCCP database, The Locker.

Officiating Program (15%)

- In collaboration with the Officials Committee, manage the organization's Officials certification program and retention strategies.
- In collaboration with the Chair of the Officiating Committee, coordinate the official's appointment process for national and international events.
- Act as member of editorial panel for the Officiating e-newsletter (*Between the Lines*) and oversee distribution.
- Maintain the Official's database and online training platform.

Player Development Programs (5%)

- Provide input and support to the implementation of the organization's Long Term Player Development model as the framework around which Squash Canada aligns its programs, competition structures and athlete pathways.
- In collaboration with the Doubles Committee, provide management support for the development of technical, officiating and event programming for doubles.
- In collaboration with the Masters Committee, provide management support for the development of technical, officiating and event programming for masters squash.

Other

- Other duties as may be required

KEY WORKING RELATIONSHIPS:

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| • Internal SC Board and Staff | • Host organizing committees |
| • Member Provincial/Territorial Organizations | • Committees / Volunteers |
| • Coach Developers | • Officials |
| • Coaches | • Contractors/Suppliers |
| • Athletes | |

WORKING CONDITIONS:

- Based out of the organization's national office in Nepean (Ottawa), Ontario.
- Full time (40 hours per week). As a professional position, overtime will not be paid however, time off in lieu of hours worked will be available.
- Some domestic travel is required in this position.
- Occasional weekend and evening work will be required, largely around meetings and events.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational, consultative and decision-making skills, ability to build successful relationships, and enjoy working with all levels of stakeholders
- Excellent written and oral communication skills
- Ability to work independently with minimum supervision and within established deadlines with attention to detail and accuracy, while contributing to a team environment.
- Strong time management and analytical skills, able to multi-task, set priorities and meet deadlines
- Knowledge of the Canadian sport system
- Knowledge and experience in program planning and delivery, stakeholder/partnership development, and in communication and promotion strategies

QUALIFICATIONS AND EXPERIENCE:

The ideal candidate will possess all or most of the following attributes:

- Post-secondary education or diploma in sport management, kinesiology, or recreation administration or a strong combination of relevant training and experience;
- Demonstrated experience in managing and coordinating events, preferably national in scale
- A minimum of 3 years related experience in management and coordination of events, sport programs, and/or coach, officials or athlete development activities;
- Experience in communications, promotion, and use of social media in a professional setting
- Has worked with a Content Management System, demonstrates an understanding of basic html;
- Demonstrated experience in and commitment to customer service;
- Competent computer skills in a Microsoft Office environment, and with visual media software;
- Proficiency in both official languages (English and French) would be an asset;
- Knowledge and technical understanding of squash is not a pre-requisite but would be an asset
- Subject to a Police Record Check for the Vulnerable Sector

COMPENSATION & BENEFITS

Compensation is commensurate with experience and qualifications, within a range of \$45,000-\$50,000. A comprehensive benefits plan is on offer to the successful candidate.

APPLICATION PROCESS

Qualified applicants should send a resume and cover letter outlining their experience and why they are suited for this position to dan.wolfenden@squash.ca, subject Programs Manager Position. **Applications will be received until August 19th, 2018.**

We thank all applicants in advance for their interest in Squash Canada, however only those selected for an interview will be contacted.

Squash Canada
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