



Coordinator, Domestic Services and Events

Reports to: Vice-President , Domestic Sport Programs and Events

The Position:

Alpine Canada Alpine (ACA) is the national governing body for Ski Racing in Canada and home to three of Canada's most exciting snow sports: Alpine, Para-Alpine and Ski Cross Racing. The organization has a new Board and senior management leadership that are committed to a vision for Canada to be a World Class ski racing nation inspired by the passion and performance of Canada's ski teams. Our mission is to increase Canadian Ski Racing podium performances AND inspire growth in participation and fans.

We are currently seeking an organized, motivated and efficient administrator to join our organization in the role of **Coordinator, Domestic Services and Events**.

Reporting to the Vice-President, Domestic Services and Events, the Coordinator, Domestic Services and Events is a member of the Domestic Services Team. Working in collaboration with the Domestic Services Team and Leadership, the Coordinator will ensure that core domestic services and systems provided to our partners and stakeholders are executed in a timely, efficient and effective manner. The Coordinator will use best practices and evolve our methods of service delivery to improve upon the quality, efficiency and effectiveness of service that are core to this role.

Duties:

Member Services

- Provide customer service to ACA's registered coach community as well as ACA general registrants both by phone and email,
- Maintain oversight of coaching course closures, transfer certifications etc,
- Assist with coach education events to support the Senior Manager of Coach Education.

ACA Coach Database

- Be the first point of contact for Provincial/Territorial Sport Organizations after initial training on SnowReg has been completed,
- Create and manage ACA events in SnowReg,
- Provide tier 1 support Provincial/Territorial Sport Organizations and club administrators with events in SnowReg,
- Process affiliate member & Canadian Alpine Ski Team alumni applications in both ACA & National Coaching Certification Program databases,
- Support coaches, evaluators and facilitators with ACA SnowReg console & National Coaching Certification Program database user inquiries,
- Update member files within ACA & National Coaching Certification Program databases (Locker) and perform ongoing reconciliation,
- Upload development level , performance level and high performance courses as required into appropriate databases.



ACA Insurance

- Execution of insurance certificates, insurance applications and simple insurance inquiries. (SAIP, CGL and D&O) from registrants or clubs.

Alpine Canada Points System

- Provide customer service support for Alpine Points database,
- Perform document uploads.

Admin Support

- Upload ongoing coach education opportunities from Clubs and Provincial/Territorial Sport Organizations as required,
- Update coach curriculum and policies,
- Support the Senior Manager, Coach Education with day-to-day tasks, end of season and season preparation items as needed,
- Assist in fulfilling domestic reporting requirements,
- As required, tasks related to Inventory management, equipment support, and team outfitting.

Other Duties

- Other duties as required
- Cross over duties-Alpine (LL NorAm, Pano test event, WJCH, Nationals, Para, etc.)

Working Conditions

- Based in ACA Head Office in Calgary, Alberta,
- Full-Time,
- Some travel and weekend work may be required. Time off in lieu will be provided as scheduling permits.

Employment Requirements

- University degree in the field of Sport Administration or related or relevant experience,
- Ability to demonstrate strong organization and communication skills,
- Bilingual French and English is an asset,
- Proven ability to work well as a member of the team or independently,
- Background in Alpine Skiing and or Ski Cross is an asset,
- Proficient in the use of technology – database, Microsoft Suite (outlook, excel, ppt, forms, teams, SharePoint, OneDrive)

Additionally, the candidate must be able to demonstrate excellent interpersonal and collaborative skills with experience driving results in complex workplace and stakeholder environments. Advanced ability working with MS office applications is required.



Please send your cover letter and resume to careers@alpinecanada.org. Interviews will take place via teleconference.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

CONTACT INFORMATION

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