



**Position Title:** Manager – Team Operations, Ski Cross (Limited Term approx. 15-month leave coverage)

**Reports to:** High-Performance Director, Ski Cross

**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 new Board and senior management leadership that is committed to its vision for Canada to be a World Class ski racing nation that is inspired by the passion and performance of Canada’s ski teams. ACA leads the achievement of Canada’s ski teams’ podium success and inspires the next generation of ski racers and fans.

We are currently seeking a passionate and motivated individual to join our organization in the role of **Manager-Team Operations, Ski Cross**. This will be a temporary position of up to fifteen months, providing coverage for a maternity leave.

Reporting to the High-Performance Director, Ski Cross, the Athletic Coordinator provides support to the entire Ski Cross team by taking charge of the many administrative tasks required to ensure the success of the program. This is a dynamic role and few days will look the same, requiring the athletic coordinator to be resourceful, meticulous and adept at handling multiple priorities. The successful candidate will gain hands-on experience in the field of High-Performance Sports Administration while contributing to the success of one of the most successful Canadian winter sports.

**Duties:**

**Team Coordination**

- Provide administrative support to the Ski Cross High-Performance Director, Ski Cross Coaches, Integrated Support Team and Ski Cross Athletes
- Key contact for Canadian Centre for Ethics in Sport
- Key contact between athletes and administration at Alpine Canada
- Key contact between athletes and partners
- Assist Athletes in administration of personal endorsements
- Collaborate with Communications and Marketing to create marketing and media content
- Provide support with travel logistics including accommodation, flights and Visa requirements
- Collaborate with Supplier Pool to ensure seasonal clothing requirements
- Event logistics, for Alpine Canada events and large-scale events such as Olympic Winter Games
- Aid in the administration of insurance claims
- Data tracking: program tracking, athlete and performance statistics
- Document Management and Reporting (Sport Canada, OTP, year-end)
- Participate in mandatory reporting process (Sport Canada, Own the Podium and year-end reporting)

**Beijing 2022 Coordination**

- Qualification tracking for all Freestyle Events



- Administration support for team nominations & all COC communications to athletes/support staff regarding Games planning/execution
- Assist with larger scale ACA Games plans (friends & family, partnerships, marketing/communications, board/CEO attendance plans)
- Assist supplier pool department with team outfitting

#### **Working Conditions**

- Full-time, Limited Term (12-Month Maternity Leave Coverage)
- Regular business hours (Monday through Friday)
- Location at Head Office in Calgary
- Some evening and weekend work may be required, which will be compensated through time in lieu as scheduling permits
- Some travel, both domestically and internationally may be required

#### **Employment Requirements**

- Experience and/or education in Sports Administration
- Previous Major International Games Experience
- Strong organizational skills
- Strong computer and database skills
- Ability to work with limited supervision
- Excellent communication and interpersonal skills
- Background and knowledge in ski racing an asset
- Bilingual English / French candidate is an asset

Additionally, the candidate must be able to demonstrate excellent interpersonal and collaborative skills with experience working in complex workplaces with many key stakeholders. Understanding the various software (Office, Google Docs, Adobe, etc.) is also an asset.

Please send your cover letter and resume to [careers@alpinecanada.org](mailto: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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