



TRACK AND FIELD / ROAD RUNNING CROSS COUNTRY

October 7, 2010

Athletics Manitoba, a not-for-profit provincial sport governing body, responsible for the development, promotion and governance of athletic programs in the Province of Manitoba, is seeking a Business Manager for nine (9) month term position.

The Business Manager reports to the Chief Athletics Director and Athletics Manitoba Board to effectively deliver the programs.

The successful candidate will possess the following qualifications, experience and characteristics:

Experience:

- Minimum of 5 years related work experience, including 2 years experience in a relevant setting.
- Ability and experience working with volunteers.

Education:

- A degree or diploma in a related discipline such as Sport Administration or Business Administration or similar is preferred but equivalent experience, knowledge and skills will be considered in the appropriate candidate.

Knowledge:

- Have a basic understanding of the Rules of Athletics and operation of an athletics meet or road race.
- Demonstrated knowledge of the sport of athletics, the Manitoba sport system and officiating of athletic meets.

Personal Suitability:

- Strong leadership, strong interpersonal skills, demonstrated and proven professional conduct.
- Highly self motivated and strong administration skills.
- Promote an environment of collaboration and support for all stakeholders



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Ability:

- Ability to use a personal computer and software in a Windows environment as well as Simply Accounting.
- Ability to obtain, assess, evaluate, document and communicate information to support recommendations and decisions.
- Ability to communicate effectively verbally and in writing in a variety of settings with a variety of stakeholders.
- Ability to provide excellent client service in confrontational situations.
- Ability to interact with all age groups in a variety of settings to teach the basic principles of the various Athletics sports.
- Ability to work independently and in a team environment.
- Ability to organize and multi-task, as well as prioritize a variety of tasks and work independently with minimum supervision to meet time sensitive deadlines.

Other:

- Willing to submit a Child Abuse and Criminal Records (CPIC) clearance
- Must have a valid driver's license and be able to travel.

The 9 month salary will be commensurate with education, experience and qualifications.

Applications may be submitted electronically by 5:00 pm Thursday October 14, 2010 to:

PERSONAL and CONFIDENTIAL

Attention: Athletics Manitoba Selection Committee

E-mail address athleticsmanitoba_staffing@shaw.ca

Athletics Manitoba thanks all applicants, but only those selected for an interview will be contacted.

To learn more about Athletics Manitoba please contact our website:

www.athleticsmanitoba.com

If you have questions you can address them to:

athleticsmanitoba_staffing@shaw.ca