



TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY

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www.athleticsmanitoba.com

Achieving Excellence, Maximizing Potential, Inspiring Participation

Athletics Manitoba is a provincial sport organization that promotes performance excellence, the long-term development of Athletics in Manitoba, and sport for life. We are a volunteer-driven, Athletics-focused, not-for-profit organization that operates under the umbrella of Sport Manitoba. Athletics Manitoba programs are supported and delivered in all regions of Manitoba.

Athletics Manitoba is currently seeking a qualified candidate for the full-time position of **Programs Manager**.

While this position is multi-faceted, its primary focus is on the development and effective delivery of Athletics programs throughout the province. The successful candidate will be a friendly, enthusiastic individual, with a strong passion for competitive sport. Due to the nature of the work involved, the ideal candidate will also be extremely detail oriented, eager to learn and understand the importance of LTAD and S4L principles.

Qualifications and Skill Set:

- Must be willing to work based out of Winnipeg, Manitoba;
- Minimum of a bachelor's degree in Kinesiology, Recreation Management or related degree, or an equivalent combination of training and experience;
- Demonstrated ability in sport program development, administration, and delivery;
- Strong interpersonal skills, relationship management and the ability to communicate effectively with all members of the association while maintaining and representing the official "voice" of Athletics Manitoba;
- Strong organizational skills and the ability to manage multiple activities and programs at a time;
- Must be highly self-motivated and able to work well independently;
- Must also be able to work collaboratively within a team environment;
- Must be able to analyze situations, effectively determine the required course of action and take action as needed;
- Willingness to learn and understand the needs of the Athletics community;
- Available to work some weekends and evenings, and willingness to travel (Provincially) as needed;
- Excellent computer skills, including proficiency in Microsoft Office applications (Word, Excel and PowerPoint) and website management;
- Must submit to police record/screening check

Preferences:

- Three-Five years of work experience, including project/event management experience with clear evidence of time management skills;
- Experience as an Athletics athlete and/or coach;
- Good working knowledge of Athletics, and the Athletics Canada sport system;
- Familiarity with the National Coaches Certification Program is an asset;
- Experience with social media platforms such as Twitter and Facebook would be an asset;
- Experience in fund-raising;
- Experience in strategic planning.

Interested candidates should forward a resume and cover letter to execdirector@athleticsmanitoba.com. Please indicate the name of the position in your email subject line and cover letter.

Deadline: March 23rd, 2017 Please note that only those candidates selected for an interview will be contacted.