



TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY

145 Pacific Ave. Winnipeg, MB. R3B 2Z6 • Tel: 204-925-5744 • Fax: 204-925-5792

www.athleticsmanitoba.com

2021 Community Development Coordinator

Athletics Manitoba, the provincial governing body for the sport of Athletics; Track and Field, Cross Country, and Road Running, is seeking a qualified individual to assist with the advancement of new and existing projects that focus on the removal of participation barriers to make the sport of Athletics accessible to all Manitobans.

NOTE: This position will start as a 4 month term position, with the intent of being extended to a 12 month term upon confirmation of additional funding. The ideal candidate would be available to work between 20-30 hours per week, with the specific schedule to be coordinated, based on availability.

Applicants must be under the age of 29 (funding requirement).

Job Description/Duties:

- Act as the main point of contact for all Outreach Program Facilitators and communicate regularly with the Executive Director & Programs Manager on the status of ongoing projects
- Manage the Facilitator outreach schedule
- Act as a representative and ambassador of Athletics Manitoba within the community in order to establish networks and engage with new potential partners
- Responsible for raising community awareness of Athletics Manitoba and for fostering/building relationships with new and existing community partners
- Support the growth and execution of third-party events by partners
- Responsible for the development, implementation, and evaluation of programs
- Additional office administrative duties, including website content development and database management
- Assist with outreach clinics and competitions as needed
- Assist with the preparation of all local meets, including entries, meet management, setup and teardown as needed
- Travel throughout the City and Province will be required (as allowed by Provincial Health orders and COVID restrictions)

Qualifications:

- Access to a vehicle
- Available to work some evenings and weekends
- Strong background in sport of Athletics
- Exceptional time management skills
- Ability to work closely and collaboratively with a wide range of people, in inclusive and meaningful ways
- Critical and adaptive thinking required
- Ability to multitask and function effectively in a self-directed work team
- Strong computer skills and experience working with Hy-Tek Meet Manager software
- Overall desire to contribute to the development of strong Athletics programs throughout Manitoba



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Preferences:

- Previous meet organization experience
- Previous coaching experience
- Run Jump Throw Wheel and/or Sport Coach NCCP Training

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: Friday April 9th, 2020.

We thank all applicants in advance for their interest but only those selected for an interview will be contacted.

Achieving Excellence, Maximizing Potential, Inspiring Participation

Athletics Manitoba would like to recognize the privilege of operating the business of our Association on the original lands of the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We want people of all gender identities, abilities, ages, cultures, and sexualities to feel welcome in our spaces and to participate in our programs.

We have taken the Responsible Coaching Movement Pledge and we are continually working to operate and develop our association, in accordance with the True Sport Principles.

We prioritize the values of Safe Sport, Respect, Inclusivity, Transparency, Integrity, Innovation and Mutual Support.