

Sport Administration Coordinator

Biathlon Canada is the national governing body for biathlon in Canada, responsible for supporting the growth and development of the sport from grassroots to Olympics. Biathlon Canada's mission is to empower biathletes to thrive at every level. Trailblaze with us!

Biathlon Canada is seeking a motivated and organized self-starter who thrives in a fast-paced environment and has an interest in sport administration. The Sport Administration Coordinator will support the day-to-day operations of the National Sport Organization, contributing to sport development, high performance and administrative activities.

The Sport Administration Coordinator (SAC) reports to the Sport Development Manager and the High Performance Manager.

DUTIES AND RESPONSIBILITIES

- Assist with high performance team activities, such as registration systems, information packages, sport integrity coordination, data tracking, team apparel, implementation of projects and programs
- Assist with sport development activities, such as maintaining Biathlon Canada's participant, coach and officials' registration and database platforms, registration reporting and data analysis, and providing logistical support for courses, meetings and webinars
- Executes general administration, including support for the CEO, answering general inquiries, directing incoming correspondence, shipping and receiving materials, insurance program coordination, providing logistics support for events and travel.
- Assist with marketing, communication and revenue generation activities, such as website updates, marketing activities, brand and partner coordination

QUALIFICATIONS

- Post-secondary degree or diploma (or equivalent) or a suitable combination of education and job-related experience (sport administration or related field preferred).
- Ability to prioritize tasks and strive to achieve high standards in terms of quality and timeliness of all work products.
- Is a team player who successfully interacts with stakeholders including staff, athletes, coaches, and others.
- Takes initiative to identify where improvements can be made and implements changes.
- Experience working in an office setting is an asset.



- Strong organizational skills with attention to detail.
- Excellent verbal and written communication skills.
- Passionate about sport, with biathlon experience being an asset.
- Proficiency in Google Workspace and Webflow and/or a demonstrated ability to learn new software applications quickly .
- Language: Must be able to work in English. Ability to work in French is an asset.

CONDITIONS OF EMPLOYMENT

- Located in Canmore, hybrid work setting
- Full time contract November 1 – March 31, with the opportunity for extension
- Flexibility to work evenings and weekends from time to time
- Ability to lift items weighing up to approximately 30 lbs
- May be required from time to time to work outdoors

Disclaimer: The preceding description is not designed to be a complete list of all duties and responsibilities required of the SAC. The Sport Administration Coordinator will be required to perform other duties as assigned.

As a Biathlon Canada employee, the SAC will be eligible for employee benefits in accordance with Biathlon Canada's employee benefits policy. The annual base salary for this position is commensurate with qualifications and experience.

Interested? Please apply:

Applications should be in the form of a cover letter with resume, **submitted by e-mail** to: careers@biathloncanada.ca. The deadline to receive applications is Nov. 4 at 11:59pm MT.

Start Date: As soon as possible.

Biathlon Canada is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or family status.