

## True Sport Project Coordinator

The Canadian Centre for Ethics in Sport (CCES) is an independent, national, not-for-profit organization. We recognize that true sport can make a great difference for individuals, communities and our country. We are committed to working collaboratively to activate a values-based and principle-driven sport system; protecting the integrity of sport from the negative forces of doping and other unethical threats; and advocating for sport that is fair, safe and open to everyone. The CCES is seeking an individual to fill this full-time permanent position.

The True Sport Project Coordinator contributes to growth of True Sport and the work of the CCES through a variety of strategies including, but not limited to, community activation, partnership development, and member relations. The True Sport Project Coordinator assists volunteer sport administrators, sport clubs, schools, recreational facilities, municipal officials and others to offer a sport experience that is consistent with the True Sport values and principles by contributing to the identification, development, distribution and promotion of True Sport tools and resources. The Coordinator will also implement numerous projects and initiatives in cooperation with several third-party funders.

### Duties & Responsibilities:

#### True Sport Member Relations & Engagement

- Assist with the identification, development, and evaluation of tools and resources that are designed to assist members with living and growing values-based and principle-driven sport;
- Coordinate the distribution and promotion of True Sport tools and resources;
- Attend meetings and participate in the preparation and delivery of presentations to current True Sport members, potential True Sport members, partners and/or stakeholders;
- Provide information, consultation and follow-up support to current and potential members and refer members to additional information and support when relevant;
- Contribute to various social media efforts and assist with the development and implementation of other communication tools to share True Sport success stories;
- Coordinate numerous projects and initiatives to meet objectives identified in the True Sport annual plan.

#### Fund Development

- Coordinate various third party-funded initiatives, ensuring all objectives, as identified by the donor(s) and the True Sport Foundation are met;
- Service existing relationships, liaise with donors and ensure timely fund disbursements;
- Contribute to funder reports and True Sport Foundation contract for services reporting as required;
- Assist with idea generation for new business development opportunities.

### Qualifications and Competencies:

- Bachelor degree in the fields of sport, health, social science and/or business or equivalent combination of education and experience;
- Minimum one year experience in a relevant position, knowledge of the Canadian sport community preferred;
- Proven project coordination skills including the ability to prioritize, meet deadlines, work under pressure and adapt to a fast paced changing environment while maintaining attention to detail;
- Excellent interpersonal skills, ability to learn quickly and self-motivate while working independently and/or collaborating as part of a team;

- Experience with various social media platforms and the ability to write and develop various communication pieces preferred;
- Ability to give presentations;
- Proficient in MS Word, Excel, PowerPoint, Outlook;
- Excellent English verbal and written communication skills;
- Functional in French language (verbal and written) preferred.

**Starting Annual Salary Range: \$37,000 - \$40,000**

**Location:** Ottawa

Applications for this position should be submitted in confidence electronically by **May 10, 2017** to the attention of Rosemary Foerster, Manager, Human Resources, Canadian Centre for Ethics in Sport at [personnel@cces.ca](mailto:personnel@cces.ca).

Throughout its recruitment process, the CCES is committed to Canada's linguistic duality and diversity of its people. We welcome expressions of interest from all qualified applicants including Aboriginal persons, persons with disabilities, members of visible minority groups, and all gender identities and sexual orientations. Upon request, accommodation will be provided during the hiring process.

We thank all applicants for their interest but only applicants selected for an interview will be contacted. For more information about the CCES, please visit [www.cces.ca](http://www.cces.ca).