



HOCKEY CANADA

JOB POSTING



POSITION: EVENT COORDINATOR, 2015 WORLD JUNIOR CHAMPIONSHIP

EMPLOYEE: Vacant

REPORTS TO: City Leads, 2015 & 2017 World Junior Championship

LOCATION: 2 POSITIONS (1 – TORONTO, 1 – MONTREAL)

STATUS: Contract

DATE: January 6, 2014 – March 30, 2015

THE ORGANIZATION

World sports leaders, Hockey Canada is the governing body for hockey in Canada and a member of the International Ice Hockey Federation (IIHF), with a membership through its 13 provincial branch associations of over 700,000 players, coaches and officials. Hockey Canada is a not-for-profit organization that creates leading-edge hockey development programs for its members to deliver in communities across Canada, provides consistent rules and regulations and various other membership services from coast to coast, manages numerous regional, national and international hockey championships and events, and leads the operation of all teams that represent Canada in international hockey competition. Hockey Canada's mission is to "lead, develop, and promote positive hockey experiences".

PRIMARY RESPONSIBILITIES:

As Event Coordinator, 2015 WJC, you provide support to all WJC event staff in areas such as logistics, event execution, reporting and accounting and administrative support as required.

- General accounting duties including, but not limited to:
 - Control and tracking of Purchase orders
 - Budget control and expense tracking
 - Inventory and asset control
- Providing administrative support to the Calgary WJC office, as well as other WJC Host Organizing Committees as required.
- Take a lead role in the development and execution of the festival events around the WJC.
- Support of key event activities such as accommodations, travel, logistical support, event execution and reporting.
- Meeting agenda and minute administration
- Help develop all print materials for the 2015 WJC (volunteer, media, team, VIP handbooks, Team Hosts, Info Packages)
- Keep final reports up to date for City Leads and General Manager.

- Help with volunteer recruitment & scheduling
 - Send out mass emails to all volunteers
 - Keep volunteer database up to date when people are accepted into positions and have passed their Criminal Record Check
 - Answer general email inquiries that come through the 2015 volunteer email account
 - Send out weekly updated database documents to recruitment coordinator
- Put together general PowerPoint's for presentations
- Enter information into accreditation database
- Managing the critical path for Operations Committee
- Assist the sponsorship committee in the detailed execution of local and Hockey Canada sponsor contracts
- Work with Hockey Canada Calgary office staff to co-ordinate website updates.
- Other projects/duties as required

ESSENTIAL SKILLS:

- Knowledge of and experience in special events and volunteer management programs in a major sporting event or special event environment
- Diploma or degree with an accounting or administrative professional focus will be considered as asset
- Bilingualism in French and English is mandatory for the Montreal position and would be considered an asset for the Toronto position
- Excellent time management and communication (oral & written) skills
- Intermediate to advanced skills in all Microsoft Office programs
- Previous experience in an accounting and administrative role will be considered an asset
- Strong knowledge of budget preparation and expense management
- Ability to work as a team player and a solid leader to subordinate staff and volunteers
- Experience working with large numbers of volunteers and a volunteer board/HOC

Qualified applicants are invited to submit their resume and salary expectations by
November 22, 2013 at 9:00 am (MST) to:

Manager, Human Resources
 Hockey Canada
 Suite 201, 151 Canada Olympic Road SW
 Calgary, AB T3B 6B7
 E-mail: jobs@hockeycanada.ca