



Program Coordinator

Position Type: Full Time	Start Date: Immediate
Location: National Office, Toronto, ON	Work Schedule: Monday to Friday based on 37.5 hours per week (9 AM to 5 PM)

Triathlon Canada is the national federation for the sport of triathlon and its related disciplines in Canada. Triathlon Canada is a member of the International Triathlon Union, ITU, the world governing body and is officially recognized by the Canadian Olympic Committee, Commonwealth Games Canada, Sport Canada and other sport agencies.

General responsibilities

Triathlon Canada is seeking an energetic, highly motivated individual to coordinate daily office operations at its National Office in Toronto on a full time basis. Duties include: communication with stakeholders; planning and coordinating annual general meetings and meetings of the Board of Directors, administrative assistance to the Executive Director, management of Age Group National Teams traveling abroad, liaising with Race Directors in the development and operations of the National Championships Series, providing assistance to various committees and their respective chairpersons including events, national women's series, Kids of Steel, Awards, etc. and providing support in the areas of financial, high performance, marketing and communications.

Qualifications:

- Strong organizational skills
- Ability to manage multiple projects and meet deadlines
- Strong computer skills including competency in Microsoft Word, Excel, Outlook and Access
- Strong interpersonal skills and a customer service approach

Preferred

- Undergraduate degree with a diploma in Sport Administration
- Bilingual in English and French

Reports to: Direct: Executive Director

Compensation: \$32,000 per annum plus benefits package

Start Date: Immediate

Applications: Applications including a current CV and cover letter should be sent in confidence to:

info@triathloncanada.com by Monday July 25

Triathlon Canada thanks all applicants for their interest however only those applicants who will be invited to interview with us will be contacted.