

ABORIGINAL SPORT CIRCLE



EMPLOYMENT OPPORTUNITY

POSITION TITLE: Indigenous Long-Term Participant Development (ILTPD) Coordinator
POSITION TYPE: Permanent Full-Time
SALARY RANGE: \$50,000 - \$55,000 per year (*depending on education and experience*)
BENEFITS: Health and Dental
LOCATION: Position can be in person in Ottawa, ON or remote work within Canada
DEADLINE: June 30, 2022, at 5:00 PM (Eastern), or until the position is filled

About the ASC

The ASC is a member-based not-for-profit organization that for over 25 years has acted as a national voice for the interests of First Nations, Inuit and Métis in the areas of sport, health, physical activity, recreation and traditional active practices with the goal of improving Indigenous people and communities' greater health and wellbeing.

About the Indigenous Long-Term Participant Development Program (ILTPD)

Founded in 2016, this nationwide initiative was developed to provide both a pathway for Indigenous athletes as well as working along side and creating touch points with mainstream Long Term Athlete Development as established by the Canadian government in 2005. ILTPD workshops are varied and both non-Indigenous and Indigenous people participate in them. The workshops are led by trained Learning Facilitators and Master Learning Facilitators.

About Your Opportunity

The ASC has an exciting opportunity for an Indigenous Long-Term Participant Development (ILTPD) Coordinator to contribute to and enhance the ongoing delivery of ILTPD across the country. Under the direction and guidance of the Programs and Events Manager, the ILTPD Coordinator will undertake a variety of tasks as outlined below. The ILTPD Coordinator is an integral part of the Programs team and works to ensure the ILTPD goals and objectives are being met and delivered.

DUTIES AND RESPONSIBILITIES

- Coordinate workshops across Canada.
- Coordinate training for Learning Facilitators and Master Learning Facilitators.
- Maintain a database of workshop attendees and Learning Facilitators.
- Communicate with stakeholders, both internally and externally.
- Oversee invoices and payment processes for the program.

- Developing communication and promotional material.
- Coordinating workshop and training logistics; including but not limited to travel, accommodations, venues, catering, and material preparation.
- Assist with the development and implementation of program transition plan.
- Ongoing review and maintenance of ILTPD programming and materials.
- Ensuring quality assurance across all deliveries, through partnership feedback, surveys, and assessment reports.
- Prepare and/or contribute to reports and updates to Management at the ASC and partner, as well as help prepare and contribute reports for ASC members, ASC Board of Directors, government officials and general public.
- Any other duties as assigned that may be required from time-to-time for smooth operations.

KNOWLEDGE, SKILLS AND ABILITIES

- Post-secondary diploma/degree in Sport Management **OR** equivalent combination of education and work experience.
- Knowledge and understanding of Long-term Development for athletes and participants in sport.
- Previous 3-years' experience in an equivalent administrative or engagement, educational workshop coordination leadership role.
- Working knowledge of the Windows operating system.
- Proven knowledge and understanding of computer software such as Microsoft 365 (Outlook, Word, PowerPoint, Excel, Teams, SharePoint, OneDrive), Adobe, Zoom, etc.
- Excellent oral and written communication skills.
- Organized with the ability to prioritize.
- Strong relationship management skills; ability to positively interact with a wide range of internal and external stakeholders.
- Ability to travel occasionally within Canada.
- Personable, positive and a team player with a strong work ethic.
- Pragmatic approach to problem solving and ability to use initiative where appropriate.
- Outstanding written and verbal communication in English. (*see assets below, re: second languages*)
- Strong attention to detail and low rate of error in all work, such as written reports, financial and schedules.

ASSETS

- Ability to communicate in French or regionally-used Indigenous language.
- Experience working in Education and Engagement.
- Experience working in a virtual environment.
- Experience in Indigenous sport or community development sector.
- Experience working with project management tools.

The Aboriginal Sport Circle is a provider and supporter of programs and services to Indigenous organizations, communities, and people. We encourage all to apply but preference will be given to qualified candidates of Indigenous ancestry. If applicable and you wish, please identify your ancestry in your cover letter.

Send your cover letter, current resume, and three professional references to:
careers@aboriginalsportcircle.ca