

- Job Title:** Program Coordinator
- Job Type:** Temporary - Summer Term (with possibility of extension)
- Reports to:** Director of Community Curling Center Development
- Job Purpose:** To assist with the development and implementation of a program to introduce the sport of curling to youth ages 9-15 in over 40 curling centers across Alberta.
- Job Focus:**
1. Event Planning
 2. Program Development
 3. Communication and Marketing
 4. Administration & General Duties
 5. Database Management, Planning, and Reporting

Hours and Nature of Work

- This is a full-time summer position from May 3rd to September 3rd, with a possibility of an extension. Generally, the hours of work will be 8:30am to 4:30pm Monday to Friday but there is some flexibility in the work schedule.
- This position will be based in Curling Alberta's south office, located in Calgary at 720, 3rd Street NW. Following health regulations during the pandemic, of course accommodations will be made to work remotely.
- The incumbent will be required to provide his or her own reliable transportation.

Curling Alberta's Program Coordinator will be responsible for the following primary duties:

Program Support

- Assist the Director of Curling Center Development with the roll out of a new program called "Ready to Rock". This on-ice program will strive to introduce over 4000 youth ages 9-15 to the sport of curling in more than 40 Curling Centers across Alberta.
- Assist with building the program schedule and confirming participation dates with clubs across the province.
- Assist with participant recruitment. The program aims to recruit youth from BIPOC communities as well as youth from financially marginalized families.
- Assist with the recruitment of Instructors and volunteers for each event.
- Ensure all instructors have completed the required criminal record checks, safe sport training and Respect in Sport program.
- Order and prepare equipment for shipping to events.
- Other administrative duties as required.

Marketing

- Assist with the creation of program marketing materials.
- Assist with completing a communication and marketing plan to support each event.
- Lead Curling Alberta's "Ready to Rock" social media marketing campaign.
- Assist curling centers as needed with program marketing.
- Update website with program information and other key information when requested.
- Manage and update all communication platforms, including social media and email campaigns, to ensure that all events and related programs are properly advertised.

Competitions

- Assist with competition planning to support the Competitions Coordinators, and the Championship Coordinator as requested.

Qualifications

- This position is funded by the Canada Summer Jobs program and candidates
- must be between 15 and 30 years of age.
- Candidates with 2+ years of education in a Sports Management or Marketing program will be given priority.
- Proficient computer skills including Microsoft Office, Adobe Creative Suite and Google Suite.
- Previous competitive curling experience is an asset.

Personal Characteristics & Desired Experience

- Exemplary communication and interpersonal skills; able to communicate comfortably and effectively with people at any level, always maintaining a gracious and professional manner.
- Organized and self-motivated; strongly goal and results oriented with success in setting and meeting objectives.
- Accustomed to working in fast paced environments; enterprising and resourceful under pressure.
- Ability to work well independently and in team settings.
- Exceptional planning skills.
- Excellent creative writing and editing skill set.
- Experienced with social media platforms including Facebook, Instagram and Twitter.
- Quick learner with computer programs.
- Previous event management experience is an asset.

Compensation

- 37.5 hour work week – Salary to be negotiated depending on experience.
- Out-of-pocket expenses including meals, parking, and supplies will be reimbursed as per Curling Alberta's expense policies. One on-site parking stall will be provided.

To Apply

To apply, please send a resume and cover letter to Curling Alberta's Director of Community Curling Center Development, Shannon Kleibrink, at shannon.kleibrink@curlingalberta.ca by April 25, 2021.