



**Job Title:** Championship Coordinator

**Job Type:** Internship/Practicum/Work Experience

**Job Term:** 5 months, starting January. Possibility for extension

**Reports to:** Championship Coordinator and Competition & Marketing Manager

**Location:** Percy Page Centre, Edmonton (hybrid opportunity may be available)

**Job Purpose:**

- To ensure all aspects of Curling Alberta sanctioned events are executed with excellence.
- To act as a liaison to assist communication and cooperation between Curling Alberta and its member clubs and curlers.

**Job Focus:**

1. Event Coordination
2. Office Management
3. Database Management & Reporting

**Hours and Nature of Work**

- This is a temporary, full-time position based in Edmonton with great variability in the work schedule, including evenings, weekends and some travel requirements for meetings and events. There is an expectation to be on call during events.
  - This position will begin in January and will be completed in May. There may be an opportunity for a contract extension.
- The incumbent will partner closely with a staff person who has a very similar job description and is based in Curling Alberta's head office in Edmonton.
- The incumbent will be required to provide his or her own reliable transportation.

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

**Event Coordination**

- Oversee the administration of sanctioned events, including working with host committees to understand and implement the responsibilities as described in Curling Alberta's Hosting Guide;
- Provide excellent customer service and communication for all identified external and internal stakeholders and serve as the primary contact for Host Committees, teams, and coaches;
- Assist Host Committees in planning & coordinating all aspects of Curling Alberta sanctioned events;

- Prepare information for competitors, liaisons, and umpires for all events (e.g.- rule books, guides, etc.);
- Assist Curling Alberta's Competitions Working Group as required (i.e.- provide data for decision-making, recommend policy change, attend meetings, etc.);
- Work with Curling Alberta's Communications Coordinator to ensure that all events and related policies are properly announced and advertised, and to create content for newsletters and social platforms;
- Assist Curling Alberta's Executive Director with sponsor fulfillment;
- Attend events as assigned to liaise with stakeholders, trouble-shoot, medal presentations, welcome speeches, and assist hosts on site. Note, these events are held throughout Alberta.
- Assist with the following administrative duties:
  - Ensure all policies and requirements are met (i.e.- age requirements, police-checks, residency, etc.) and produce final list of entries;
  - Prepare materials and equipment for sanctioned events and programs
  - Post to Curling Alberta's social media and communication platforms
  - Coordinate the delivery of all required materials and equipment to/from host venues. This may include driving the Curling Alberta truck and trailer.
  - Maintain an inventory of materials and apparel required for teams (e.g.- crests, jackets, medals, etc.);
  - Ensure that qualifying teams are prepared to attend the next level of competition (i.e.- paperwork is completed, uniforms are arranged, etc.);
  - Train host clubs to post live results;
  - Provide Curling Alberta's Officiating Coordinators with appropriate support and materials;
  - Coordinate for live event streaming as directed.
- Assist in the coordination of Curling Alberta's special events such as symposiums, webinars, meetings, banquets, etc. when requested

### **Office Management**

- Ensure the office is stocked and well organized. Place orders for items out of stock in consultation with Competition and Championship Coordinators
- Prepare promotional material and other packages for shipment

### **Other**

- Perform other related duties as assigned.
- Attend staff meetings and planning exercises as requested.

### **Qualifications & Skills**

- A post-secondary student in a related field such as Physical Education, Sport Administration, Event Management, Business Management, Marketing or Project Management is an asset; relevant education and/or experience will be considered.
- Experience in event, program, and/or volunteer management is required.
- Knowledge of both recreational and high-performance sport environments, with a priority given to curling is considered an asset
- High level of familiarity with Microsoft Office products (Word, Excel, etc.) and social media applications is necessary.

### **Personal Characteristics**

- Demonstrates an understanding of the link between his/her/their job responsibilities and the overall organizational goals and needs and performs the job with these broader goals in mind.
- 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.

### **Compensation**

- Starting at \$18/hour
- Out-of-pocket expenses including meals, parking, and supplies will be reimbursed as per Curling Alberta's expense policies. One one-site parking stall will be provided.

To apply, please send a resume and cover letter to Curling Alberta's Competitions and Communications Manager Britney Andersen at [britney.andersen@curlingalberta.ca](mailto:britney.andersen@curlingalberta.ca) December 21st.