



The **2018 South Slave Arctic Winter Games Host Society** invites applications from qualified candidates for the following term position:

Athlete Services Project Officer

The 2018 South Slave Arctic Winter Games Host Society is a non-profit organization responsible for hosting the circumpolar world's largest multi-sport and cultural event from March 18-24, 2018 in the South Slave Region of the Northwest Territories.

Please submit your resume, complete with cover letter and three references, no later than **4:00p.m. MST on August 7, 2017** to:

info@awg2018.org

Please direct all inquiries to Jennifer Leak, Athlete Services and Volunteer Manager at jennifer@awg2018.org. Job Description is attached.

We thank all applicants for their interest, but only those selected for an interview will be contacted.



SOUTH SLAVE 2018
ARCTIC WINTER GAMES



Athlete Services Project Officer

Job Description

THE OPPORTUNITY

The Host Society for the 2018 South Slave Arctic Winter Games is looking for an enthusiastic and dedicated individual to play a significant role in the organization and delivery of the 2018 Arctic Winter Games (AWG).

Under the guidance of the Manager of Athlete Services and Volunteers, the **Athlete Services Project Officer** is responsible for working within the Host Society structure to ensure the development, planning, coordination and implementation of a cohesive strategy for the 2018 Arctic Winter Games Athlete Services Division. Primary area of focus includes project management and support for the following functions: merchandise and pins, logistics, billeting, overflow management, and administration.

This position is a full-time position, commencing August 2017, and ending April 15, 2018. Additional hours may be required from time to time. This is an evolving position and responsibilities may shift over time. Titles may be adjusted from time to time to accurately reflect responsibilities.

ABOUT THE 2018 SOUTH SLAVE ARCTIC WINTER GAMES

The South Slave is proud to be hosting the 2018 Arctic Winter Games, an event that will bring 2,500+ athletes, coaches, officials, cultural performers, and spectators to the region to participate in this high-profile circumpolar sport competition for northern and Arctic athletes. The Games provide an opportunity to strengthen sport development in the participants' jurisdictions, to promote the benefits of sport, to build partnerships, and to promote culture and values. The AWGs celebrate sport, social exchange, and cultures, and provide an opportunity for the developing athlete to compete in friendly competition while sharing cultural values from northern regions around the world.

KEY RESPONSIBILITIES

The **Athlete Services Project Officer** responsibilities will include, but not be limited to:

Pre-Games Period

- To regularly liaise, communicate and work with other Games staff and volunteers in all divisions to coordinate the integration of merchandise and pins, athlete services logistics, and athlete services administration with other components of the Games,
- To fulfill required Games administrative activities, and to participate in Games communication functions on behalf of the respective divisions.
- To liaise with the representatives of Mission Staff; division committees; government and non-government organizations; and others from which input will be required, clarifications needed, decisions made and coordination and integration activities undertaken.



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- To support the Athlete Services and Volunteer Manager on special projects within that department as assigned. These currently have been identified to include: logistics, billeting, overflow management, and general planning.
- To work closely with related functional areas to ensure interdependencies are met.
- To support the coordination of Games planning, including but not limited to logistics, water plan, overflow management, and administration.

Games Period

- To support all dimensions of the delivery of the Athlete Services Division plans during the 2018 Arctic Winter Games.
- To represent the division, and/or the Games, at meetings, functions and related relevant forums during the Games.
- To liaise regularly with all relevant parties related to problem solving, issues and concerns, opportunities and related considerations in support of effective Games operations and activities.

Post Games

- To ensure preparation of final reports for the Athlete Services Division following the Games.
- To ensure organization wind-up, including final inventory of the Athlete Services Division's assets, warehouse closing, etc.

QUALIFICATIONS

Skills:

- Excellent oral and written communications skills.
- Strong fact-based analytical and problem-solving skills.
- Good business sense and judgment.
- Ability to work very closely with others internally and externally in a highly collaborative and customer service oriented manner.
- Willingness to work variable hours, including evenings and weekends.
- Ability to work very quickly in a fast paces environment with tight timelines.
- Ability to maintain strict confidentiality, use discretion, diplomacy and tact.
- Strong computer skills.
- Excellent organizational skills and the proven ability to effectively multi-task.
- Outstanding interpersonal and relationship building skills, with the ability to work across all functions and vertically at all levels of the organization.
- Strong attention to detail and accuracy with high standards for quality

Education/Experience:

- A diploma, certificate or degree from a recognized post-secondary institution in a related field (i.e., event/project management, recreation, performing arts or sport) or equivalent experience is an asset.
- Previous multi – sport event experience is an asset.



- Experience working on Event Organizing Committees where there is a strong partnership and cooperative effort between staff and volunteers.
- Previous experience working in a fast-paced, multi-level, project based environment with emphasis on timelines and delivery an asset.

ADDITIONAL INFORMATION

Short-listed candidates will be contacted within two weeks of the closing date to schedule an interview. Short-listing, interviews and selection may take place prior to the deadline, so candidates are encouraged to apply early. Only those candidates under consideration will be contacted.

The 2018 South Slave Arctic Winter Games are seeking corporate partners to support this major event and who may be looking for career development opportunities for their employees. Potential employees seeking a secondment from their organization are encouraged to apply.