



## CANADA BASKETBALL OPPORTUNITIES

Canada Basketball is the national sport governing body for amateur basketball in Canada. Located in Toronto, Canada Basketball is a not-for-profit organization with the Mission: “We aspire to excellence in leading the growth and development of the game at home, and in pursuing medal performances on the international stage” and Vision: “Recognized as a world leader in all aspects of basketball, and consistently reaching the podium in FIBA competitions and the Olympic Games.”

Length and Term: The position will run from May to August 2025 (4-month term).

Application Deadline: February 7, 2025

These are paid positions earning \$17.20/hr. for an average of 37.5hrs per week.

### Skills & Abilities

- Close attention to detail and accuracy, with ability to follow through.
- Sound judgment, problem-solving skills, and the ability to take initiative.
- Ability to deal with personal information in a confidential, ethical, and professional manner.
- Possess excellent organization and implementation skills, as well as creative thinking skills.
- Must be able to handle multiple tasks simultaneously and prioritize appropriately in a fast-paced environment.
- The ability to work independently, maintain tight schedules and work flexible hours.
- Present a professional and mature attitude in dealing with team members, sponsors, and the public.
- Willingness to assist in other programs of the organization, as required.
- Knowledge of the Canadian sport system and the provincial and national basketball environments is an asset.
- Bilingual French/English is an asset.

Canada Basketball is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We welcome and encourage applications from First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, ethnic origin, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability or any other protected ground of discrimination.

We recognize that organizations may miss out on applicants who screen themselves out of the process because they do not meet every qualification; this is especially true for equity-deserving groups. If you're excited about this role but feel that your experience doesn't perfectly match our job posting, we still encourage you to apply. Tell us your story and/or show us in your cover letter what you bring to the table beyond the listed qualifications.

As a condition of employment, the successful candidate will be required to undergo a successful background check.

CB welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

*We thank all applicants for their interest, however, only those being considered will be contacted.*

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## **DOMESTIC DEVELOPMENT– SPORT DEVELOPMENT ASSISTANT (1 position available)**

Interested candidates should send their resume to [agolin@basketball.ca](mailto:agolin@basketball.ca)

The intern will play a vital role in supporting Canada Basketball's coaching and officials' education initiatives by assisting with the creation and management of online resources and programs. This includes contributing to the delivery and enhancement of NCCP (National Coaching Certification Program) and NOCP (National Officials Certification Program) curriculums. Additionally, the intern will support special projects and administrative tasks that align with the department's goals for the domestic growth and development of basketball across Canada.

### **Skills and Responsibilities**

- Detail oriented with strong computer skills in Word, Excel, Outlook, PowerPoint, Drop Box, Google docs, Zoom and internet research.
- Ability to work extra hours as required to complete tasks and available to work weeknights, weekends and holidays as required.
- Knowledge of the Canadian basketball sport system, and the provincial and national basketball environments.
- Understanding of basic project management skills with experience in adhering to timelines, planning, and documentation to support programs and online events for coaches and officials
- Ability to work in a fast-paced environment, adhering to tight deadlines.
- Maintain NCCP program materials and content, including the coaches' workbook, facilitator's guide and other related resources.
- Train on and utilize platforms such as "The Locker" NCCP system and Game Plan to manage databases effectively
- Assist with the facilitation and moderation of Train to Compete courses delivered online through Zoom
- Assist with the procurement, distribution, and moderation of materials for NCCP/NOCP learning facilitators, PTSOs, and workshops
- Provide operational and administrative support for the 2025 National Championships
- Perform administrative duties related to coaching and officials' development, including responding to inquiries, managing databases, and supporting provincial partners
- Communicate with external partners and basketball stakeholders as it relates to administrative tasks, event logistics and program operations.