



## High Performance Project Coordinator

---

**Job Title:** High Performance Project Coordinator

**Reports To:** Director of High Performance Operations

**Works with:** High Performance Project Coordinators, PSRI Contractors and National Team Coaches

**Location:** Milton, ON or Ottawa, ON

### About Us

Cycling Canada is the national governing body for cycling in Canada, established in 1882. The organization aims to inspire Canadians to cycle and develop the sport across the country, from amateur to Olympic/Paralympic levels.

### Roles and Responsibilities

The High Performance Project Coordinator will support the operational objectives of Cycling Canada's National Team and its development and performance programming with responsibilities in several key areas:

1. Coordinate logistics for national team projects as assigned, including training camps and international competitions. This includes registration of athletes, researching and booking travel, accommodation, and ground transportation
2. Production of supporting written documents for national team projects including technical guides
3. Communication and correspondence with athletes and staff prior to, during and following national team projects
4. Financial monitoring of national team projects including processing of expenses and invoices
5. Liaise with the Union Cycliste Internationale (UCI), race organizers and Cycling Canada partners
6. Provide on-the-ground support in the daily training environment, and on projects as requested
7. Other duties as required



### **Qualifications**

- Postsecondary education (college or university) is required or equivalent experience.

### **Knowledge, Skills and Abilities:**

- Advanced level of proficiency with office productivity tools and software.
- Experience managing or coordinating event and project logistics.
- Highly organized with the ability to multitask and meet tight deadlines.
- Ability to handle confidential and sensitive information.
- Experience gathering and analyzing data and information to make and recommend informed decision-making and problem-solving.
- Experience using discretion and independent judgment when dealing with issues and problems.
- Communication skills
- Bilingualism is an asset.

### **Working Conditions**

- The nature of this position is that it may require frequent travel, including international travel.
- Additionally, this role may require you to be available to work both weekends and evenings on a regular basis - this is a bona fide occupational requirement.

### **Compensation**

- Health Benefits: Drug, medical, vision, and dental coverage, as well as an extensive employee assistance program (EAP), travel, and life insurance.
- Salary range \$50,000 to \$55,000

Cycling Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

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

CYCLING  
CYCLISME  
CANADA



Cycling Canada sincerely thanks all applicants for their interest, however only those under consideration will be contacted. Please send your resume and a cover letter to [general@cyclingcanada.ca](mailto:general@cyclingcanada.ca) and indicate “High Performance Project Coordinator” in the subject line by Friday January 31, 2025.