



CANADA BASKETBALL COORDINATOR, EVENTS

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.”

OPPORTUNITY

Title: Coordinator, Events
Reports to: Senior Manager, Events
Application Deadline: March 28, 2025

EMPLOYMENT TYPE

Type of Position: Full-Time, Contractor (May-September)
Start Date: May 1, 2025
Hours of Work: Canada Basketball’s regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week. However, the demands of your position may require your hours of work to vary to meet the objectives of your employment.

All Applicants: must be legally entitled to work in Canada.

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.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

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

Canada Basketball offers a comprehensive benefits package that includes health and dental and personal days (sick, mental health, etc.)

OVERVIEW

The successful candidates primary mandate is to work with the Canada Basketball Business Operations & Events department to assist, coordinate, implement, and execute programming and logistical details within Canada Basketball’s business with a focus on GLOBL JAM 2025.

DUTIES & RESPONSIBILITIES

- Confirm all volunteers have completed the required information including training modules, background checks, and various documentation
- Oversee the selection, scheduling and management of all volunteers
- Check-in volunteers upon arrival for shifts during event week
- In conjunction with events team, conduct all volunteer on-site training.
- Monitor volunteers on duty, ensure all volunteers have an assignment, and assist other Functional Areas to address volunteer shortfall during shifts.
- Oversee the distribution of volunteer packs, accreditation, volunteer lounge, and gifting opportunities
- Create and distribute a daily bulletin and respond to various questions and concerns
- Prepare a survey to share with volunteers for their feedback and submit final report related to the volunteer program to the Sr. Manager, Events
- Assist with GLOBL JAM production schedules
- Assist with GLOBL JAM procurement including but not limited to sourcing equipment for the Keg Lounge, referee uniforms, and GLOBL JAM trophies and awards
- Assist with inventory of Canada Basketball VIK to distribute to volunteers, contractors, staff and to contribute to gifting and giveaways as needed
- Attend organizing committee meetings to provide updates and contribute to overall planning of the GLOBL JAM event
- Assist with FIBA World Cup Qualifier venue registration
- Assist with ancillary events through production schedules and procurement

QUALIFICATIONS, REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Post-secondary degree or diploma in event management, sport administration, hospitality, or a related field
- Minimum of 2 years progressive experience in an event coordinator role or equivalent combination of education and experience
- Attention to detail, strong communication skills, project management skills, and ability to problem solve effectively
- Ability to work and thrive in a fast-paced and changing environment both independently or as a team member
- Positive and professional attitude when dealing with team members, partners, and the public
- Working knowledge of Microsoft Office suite and Canva
- Working knowledge of Trust Event Solutions platform is an asset
- Valid driver's license is required

Interested applicants should submit their cover letter and resume to: jarone@basketball.ca.

Please include your cover letter and resume in one document and ensure the email subject line reads:

“Application - Coordinator, Events”

Canada Basketball is an equal opportunity employer. We thank all applicants for their interest, however, only those being considered will be contacted.