



Canadian Collegiate Athletic Association Manager, Programs & Events

The Canadian Collegiate Athletic Association (CCAA) is the national governing body for collegiate sport in Canada, enriches the lives of student-athletes through intercollegiate competition. The CCAA is comprised of 95 member institutions from six athletic conferences.

The Manager, Programs & Events is responsible for the administration of the CCAA's athletic programming, sport development and National Championships. Key responsibilities include but are not limited to managing National Championship logistics and the administration of sport policies.

[Please take time to review the complete Job Description \(available here\).](#)

Desired Qualifications / Skills:

- Degree or Diploma in Sport Management or Administration.
- Three, or more, years of professional experience in a sport management position.
- Experience working in committee structures, managing meetings and organizing major events.
- Knowledge of the Canadian sport and post-secondary systems.
- Experience with sport management, online and productivity software.
- Demonstrated strong values and ethics, in accordance with CCAA Code of Ethics (and other CCAA policies), through personal and professional behaviour.
- Strong teamwork mentality with an ability to establish and nurture positive work relationships with colleagues, members, and key external partners.
- Proficiency in both English and French communications is considered an asset.

The salary range for this position begins at \$56,000 and starting wages will be commensurate with qualifications and experience. Also included is an attractive employee benefits package (medical, dental insurance) and a college defined benefits pension plan through CAAT. Starting employees receive four weeks vacation and an additional 5 vacation days at Christmas to add onto statutory holidays. The place of work is the CCAA office located in Cornwall, ON and a hybrid work model is encouraged. The position entails a 37.5-hour work week. Occasional travel and flexible work schedules and hours are required, particularly during annual championships, meetings and events.

Interested candidates will electronically submit their resume, cover letter and references to CCAA Chief Executive Officer, Brandon Stone (brandon@ccaa.ca) by: **Wednesday, April 16, 2025.**

Please include 'CCAA Manager Application – YOUR NAME' in the subject line of your email. While the CCAA appreciates all applications received, only candidates selected for an interview will be contacted. A list of references and a police check will be required of the successful candidate.