



OFFICER, GAMES OPERATIONS & DELIVERY

About the Canadian Paralympic Committee

The Canadian Paralympic Committee's (CPC) vision is through Paralympic sport, an inclusive world and our mission is to deliver the best-prepared teams for games excellence while promoting inclusive communities through the power of Paralympic sport.

By building environments and communities that foster excellence and belonging, we will create a world where each athlete can reach their full potential and contribute to meaningful changes in sport and in society.

The CPC is a non-profit, private organization with 28 member sports organizations dedicated to strengthening the Paralympic Movement.

Job Summary

The Games Operations & Delivery department is part of the Sport Division at the Canadian Paralympic Committee (CPC) and is responsible for facilitating access to the **operational services** (includes Processing, Travel, Fulfillment, Facility and Security) that are required for the CPC's team members to perform at International Paralympic Committee (IPC) and Americas Paralympic Committee (APC)-sanctioned multi-para sport competitions (**Games**).

As a member of the Games Operations & Delivery department, the Officer, Games Operations & Delivery will apply project management methodology to provide team members of the CPC with access to **fulfillment services** for the Games.

Type: Full-time

Salary: \$60,000 – \$68,000 annually plus benefits

Reports: Manager, Games Operations and Delivery

Location: Remote within Canada, with travel to CPC head office in Ottawa for occasional in-person meetings.



Main Duties & Responsibilities

Fulfillment Services

Ensure that team members receive their complete team kit entitlement in their desired size and through an efficient process that includes, but is not limited to:

- Inventory
- Distribution
- Exchanges
- Tailoring
- Logistics
- Sizing Sessions
- Gifting

Other duties will include, but are not limited to:

- Kit Strategic and Project Planning for each Games cycle
- Kit Design, Review, and Approvals, in collaboration with CPC departments and product supplier
- Facilitate CPC's compliance with IPC's apparel guidelines for National Paralympic Committees (NPC)
- Purchase Order Coordination
- Sport Division Kit Order Development
- Support the Sport Division's staff with access to, and distribution of, the gifting inventory
- Creation of Fulfillment Policy and Procedures for both internal and external direction
- Management and coordination of all stakeholders associated with Fulfillment, including outfitter, fulfillment center, internal staff, CPT members, experiential marketing organizations, web/storefront developers, etc.
- Represent the department as the Fulfillment subject matter expert to both internal and external stakeholders.
- Embody and promote the CPC's vision, mission, and values.
- Other duties as may be assigned from time to time

Qualifications

Experience

- 3 - 5 years' experience, working experience within a professional environment, and a proven track record of increasing responsibilities.



- Experience working in product logistics, or a fulfillment environment is considered a strong asset.
- Experience working in the Canadian and/or Paralympic sports industry; or related field is considered an asset.
- Experience working in a multi-sport Games environment is considered an asset.
- Experience as a Paralympian is considered an asset.

Education

- Undergraduate degree or diploma in a relevant discipline or a combination of training and related experience.
- Project Management Professional (PMP) Certification is considered an asset.

Interpersonal Skills

- Maintain an efficient and positive relationship with external partners and internal departments.
- Promote proactive, clear, and positive communications
- Proactively seeks out opportunities for collaboration with colleagues and partners
- Support Teamwork and colleagues in their work as required

Technical Skills

- Project management, schedule management, and personal organizational skills to drive projects to completion.
- Strong writing, presentation, and verbal business communication.
- Competency in Microsoft Office applications, project management software such as Smartsheet and Asana, and database systems.
- Knowledge of the Canadian sport system and the Paralympic and Olympic Games is considered an asset.
- Proficiency in reading, writing, and speaking in English; bilingualism (English / French) is considered a strong asset.

Working Conditions

- Remote Environment: working from home most of the time and as needed in the office.
- The CPC Head Office is currently located in Ottawa, ON.
- Staff based outside of Ottawa will be expected to travel to Ottawa a few times a year or as the job demands.



- Overnight and overseas travel and off-site work required (e.g. Games, Site Visits, Events, Meetings, etc.)
- Will be required to work evenings and weekends during busy periods, including Games and other special events.

Application Process:

If you share our passion for sports and are committed to the CPC values, please submit a cover letter and your resume.

Please apply through BambooHR using the following link:

<https://paralympic.bamboohr.com/careers/106?source=aWQ9Nw%3D%3D>

Deadline to apply: April 25th, 2025

Please note that only those selected for an interview will be contacted.

CPC 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, gender identity, gender expression, record of offences, age, marital status, family status, or disability. We strongly encourage people from underrepresented or marginalized groups to apply.

CPC welcomes and encourages applications from First Nations, Metis, and Inuit peoples, racialized persons, persons with disabilities, women, and/or 2SLGBTQ+. Accommodation is available on request for candidates taking part in all aspects of the selection process.