



## **12-MONTH MATERNITY LEAVE COVERAGE - Event Coordinator**

**Curling Canada** is a National Sport Organization (NSO) and the leading expert and growth engine for Curling Excellence in Canada. Our exclusive purpose and function are to promote amateur athletics in the form of curling in Canada, on a nation-wide basis. We manage high performance programs (i.e., Team Canada,) select and manage national teams, and we have the exclusive right to name teams to World Competitions and Canadian Olympic organizations. We focus on serving our members (the Provincial, Territorial or Regional Curling Associations) and all of their associated clubs and curlers throughout Canada, with a plethora of services and resources from governance to marketing, to finance, data, and technology.

Reporting directly to the Senior Manager, Event Operations, the Event Coordinator will play a key role in supporting Curling Canada's team of Event Managers in the planning and execution of Season of Champions (SOC) events. The Event Coordinator will involve coordinating logistics, managing event schedules, and ensuring clear communication with a wide range of internal and external stakeholders, including fellow staff, volunteers, vendors, and partners.

Since the event world is fast-moving, the incumbent will need to be prepared for last minute and high-pressure situations. Though the events are similar, due to unique venues and host committees, event-specific needs, and location-specific nuances sharp problem-solving skills, quick thinking, and efficient multitasking are required. Our ideal candidate is highly organized, detailed-oriented, and demonstrates the ability to manage competing priorities across multiple events, at the same time.

***Contract Date: July 14, 2025 – July 14, 2026***

***Please Note: This 12-month contract position will require periodic travel throughout the curling season, from October – April.***

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### **Duties & Accountabilities:**

- Assist Event Managers in the planning, coordination, and execution of Season of Champions events, with a particular focus on administrative tasks;
  - Design, organize, and order signage for events
  - Assist with creating venue maps for events
  - Assisting with hotel, flight and ground transportation logistics for staff, athletes and coaches
- Assist with the overall planning and execution of the SOC Event Volunteer Programs;
  - Develop Volunteer Handbook and other volunteer training documents
  - Create and distribute Volunteer Newsletters
  - Confirm volunteer registrations on an ongoing basis through online systems
  - Support Event Managers and Volunteer Services Committee with volunteer uniform try-on, uniform orders, and uniform pick up on site at events
  - Respond to and assist volunteers with questions and concerns in a timely manner
- Provide hands-on support during events to ensure smooth operations and stakeholder satisfaction;
  - Support event set-up and tear-down
  - Manage all accreditation creation, preparation, printing and distribution
  - Assist Committees as required on-site
- Communicate and collaborate effectively with key stakeholders, including fellow staff, volunteers, vendors, sponsors, and partners;
  - Attend Host Organizing Committee (HOC) meetings as required



- Contribute to overall Strategic Planning efforts, focused on implementing best practices, and always improving efficiencies.
  - Prepare and distribute post-event surveys to all groups
- Other duties as assigned

## Role Requirements:

Most importantly, we are seeking a **passionate individual with demonstrated experience balancing competing priorities across multiple projects / events, at the same time.** We are seeking a go-getter who is excited about the opportunity to represent Curling Canada's brand and organizational values to support our Event Managers in seamlessly executing a portfolio of our Season of Champions Events.

## Specific Requirements:

- Minimum 2 years of progressive experience in an Event Coordinator / Assistant role, or equivalent combination of experience and education
- Experience working in sports is a definite asset!
- Must be able to work evenings and weekends as required to attend designated events
- Comfortable lifting up to 50lbs during event set-up and load-out
- Excellent interpersonal, written, and oral communication skills
- Strong organization and time management skills
- High attention to detail, with a demonstrated ability to managing competing priorities
- Comfortable working independently with minimal supervision in a fast-paced environment
- Actively contributes to a positive and cohesive working culture
- This role is open to all individuals who are legally entitled to work in Canada
- Must have a valid Driver's License
- ***Ability to travel periodically throughout the events season (October - April)***

## What We Offer

Compensation: \$48,000 - \$50,000 dependent upon experience. The candidate will also be eligible to participate in Curling Canada's RRSP employer contribution program.

Although not guaranteed, there is potential for this 12-month contract position to turn into a full time, permanent opportunity following the 1-year term.

Please submit your resume to [emily.kaldis@curling.ca](mailto:emily.kaldis@curling.ca) with the subject line 'Event Coordinator - [FIRST NAME LAST NAME]' for review before **May 30, 2025**. Due to the high volume of applications, only candidates selected for a phone screening will be contacted. We thank you for taking the time to apply for this exciting opportunity with Curling Canada!

Ideally, we are looking for candidates who display a strong work ethic, initiative, excitement, and who thrive in a fast-paced, teamwork environment. The candidate is committed to uphold the purpose, mission, and values of the organization.

*Come as you are. You are welcome here! Curling Canada is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore, we invite applications from all walks of life, including marginalized and equity-seeking groups (i.e. members of Black, Indigenous, and People of Colour (BIPOC) communities).*



*Curling Canada is compliant with the AODA – Access Ontario Disabilities Act. For access to our policy [click here](#). For feedback on our accessibility please email [accessibility@curling.ca](mailto:accessibility@curling.ca).*

Developed on: May 12, 2025

Developed by: Emily Kaldis, Manager HR / Corporate Services