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CANADA



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**JOB DESCRIPTION**

**Office Manager**

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- Reports to:** Chief Executive Officer (CEO)
- Location:** Cycling Canada's National Head Office in Ottawa or Milton, ON
- Salary Range:** \$65,000 - \$85,000/ annually
- Job Type:** Full-time, temporary (staff leave) position

**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.

As an organization, our **purpose** is simple: inspire Canadians to cycle. Our **mandate** is to holistically develop our sport, putting more Canadians on bikes from coast to coast and more Canadians on podiums around the world. To that end, Cycling Canada has a bold strategic plan to transform our sport in Canada over the next ten years. We will engage, unite and support our partners to collectively develop our community through high quality programs, events and services that are aligned from coast-to-coast. Moving forward Cycling Canada will focus and deliver on **4 strategic priorities** in pursuit of its purpose:

1. Create a **community** of cyclists with deep connection, affinity, and pride in the sport of cycling.
2. Teach children across Canada at the **grassroots** level the joy of cycling skillfully.
3. Produce and facilitate **events** that get Canadians genuinely excited about and engaged in the sport of cycling.
4. Develop and deliver a sustainable performance program continuously delivering **gracious champions** to the world stage and lifelong ambassadors to the community.

**General Description:**

The Office Manager will provide harmonization of operational activities throughout Cycling Canada (CC). General responsibilities include financial administration,

information technology management, human resources management, corporate insurance portfolio management, and corporate event management for the organization.

### **Specific Responsibilities**

#### Finance and Accounting:

- Oversee day-to-day management of CC's outsourced finance and accounting team
- Banking and deposits
- Monthly reconciliation of accounts, budgets, and credit cards
- Management of the office and administration budgets

#### Insurance:

- Oversee the organizational insurance requirements including D&O, property, cyber, and vehicle
- Responsible for overseeing all insurance claims for CC
- Main point of contact with the insurance broker to obtain required COI's for CC

#### Human Resources:

- Manage CC programs for recruitment and employee development
- Maintain personnel files
- Manage the CC RRSP account and insurance benefits account
- Management of vacation and overtime balances for staff
- Manage CC's processes for professional development including monthly communication to all staff
- Onboarding of new staff and off boarding of staff leaving the organization
- Manage the communication and implementation of all CC's internal HR policies

#### Office Management:

##### Management of all Cycling Canada office properties

- Main point of contact for all general administrative matters for the organization including email and phone
- Maintaining office supplies, organizing mail and shipping requirements
- Main point of contact with our outsourced IT support and manage day to day requirements and updates to our Office365 account and services
- Main point of contact with all office service providers for CC

#### Corporate Events:

- Lead, organize, and execute corporate events, including but not limited to: Annual General Meeting and Annual Congress

### **Education and Experience**

- A post-secondary degree or higher in Sport/ Recreation Management, Business Management or equivalent experience in those areas

- Minimum of 5 years' experience working in a not-for-profit sport organization
- Strong organizational skills, including planning, developing and implementing programs and projects
- Proven strategies in managing budgets
- Ability to proactively initiate and prioritize tasks and organize a diverse workload, considering priorities, deadlines, and outcomes
- Strong work ethic and integrity and performs well in a high pressure environment
- Strong communication skills (oral and written) in both official languages is an asset

**Travel**

The Office Manager will be required to travel to domestic meetings throughout the year.

**Interested?**

If you are a team player with the passion, skills and experience that Cycling Canada is seeking and love to bring new ideas to the table, you might be the person we are looking for.

Please send a cover letter and resume electronically to [vanessa.desjardins@cyclingcanada.ca](mailto:vanessa.desjardins@cyclingcanada.ca) citing the position title in the subject line prior to May 26, 2025 at 5pm EST. We thank all applicants for their interest; however only those selected for an interview will be contacted.

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 discrimination

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

