



## JOB POSTING OFFICER, PARALYMPIC PERFORMANCE

### **About the Canadian Paralympic Committee**

The Canadian Paralympic Committee is a non-profit, private organization in collaboration with 28-member sport organizations. We are deeply committed to harnessing the transformative power and impact of Paralympic sport.

With a vision of fostering an inclusive world through Paralympic sport, our mission emphasizes both the excellence in games preparation and the promotion of inclusive communities. By celebrating the stories and successes of high-performance athletes with disabilities, the Canadian Paralympic Committee aims to inspire all Canadians to embrace inclusivity and actively engage in sports.

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### **JOB SUMMARY**

The Officer, Paralympic Performance works within a team to advise and support, Paralympic expertise to our member National Sport Organizations (NSOs) and the Canadian sport system. They contribute to and advise in the development of a suite of services and programs to have the best-prepared teams that thrive in a performance-focused environment. The Officer also works with CPC's performance partners to ensure alignment of programming for integrated High-Performance & Games planning.

Type: Full-time

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

Reports: Director, Paralympic Performance

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

### **Main Duties and Responsibilities**

- Contribute to the CPC Sports Strategy and implement the strategic priorities into operational planning.
- Provide leadership in Paralympic expertise to NSO members and the Canadian Sport System
- Support and advise NSOs on their Paralympic and Parapan-American Games performance plans.



- Enhance and support the implementation of Games performance services and programs such as, but not limited to, funding initiatives, Games Site Visits, Familiarization, Pre-Games Training Camp Scouting, Test Events, Pre-Games Team Orientations, and Games Performance Services, inclusive of Health, Wellness, and Sport Sciences Services.
- Support the implementation, with NSOs, of all funding programs developed by the Paralympic System and Services area around Safe Sport, Athlete ID, Classification, Health and Wellness, Athlete Engagement, and other programs as required.
- Provide ongoing sport technical and Games performance planning reports on all program plans and the relationship status with sports and performance partners.
- Identifies gaps within NSO Games' performance planning and facilitates finding performance-focused solutions.
- At Games implementation and support of a performance-focused environment, allowing teams to achieve their performance targets
- Formulate and maintain strong relationships with NSO members and key performance partners to deliver optimal planning and world-class services during the Games.
- Understand, implement, and maintain world-class Paralympic best practices and processes through ongoing collaboration within the department.
- Represent CPC and participates in performance partner (COC, COPSIN, OTP, and Sport Canada) planning, programs, and reviews.
- Lead and manage designated department projects, such as Planning and Preparation Series, NSO Relations tools, Classification, Committees, and Funding Initiatives, in support of CPC, NSOs, and performance partners.

## **Qualifications**

- Post-secondary education, preferably in kinesiology, or equivalent experience in a similar position with a sport organization, or as an athlete or a coach
- Strong sport technical knowledge, including an understanding of the Canadian Sport system and the roles, responsibilities, and pressures of athletes, coaches, and NSOs
- Strong understanding of the Games environment to best help prepare athletes, coaches, and team leaders to perform during the Paralympic Games
- Demonstrated ability to develop relationships and work effectively and collaboratively with both internal and external colleagues.
- Proficiency with office applications such as email, project planning, databases, word processing, spreadsheets, presentation development, etc.
- Ability to work in a team environment with strong interpersonal and communication skills.
- Detail-oriented with a thorough approach to problem-solving and work processes.
- Three (3) to five (5) years of experience as a high-performance athlete and/or coach
- Experience working in a National Sport Organization in the high-performance



department.

- Experience working in a Games environment.
- Strong program/event planning and logistics experience.
- Experience as a Paralympian is considered an asset.
- Ability to communicate in Canada's both official languages is considered a strong asset.

### **Personal Profile**

- Strong relationship management skills
- Reliable and responsible
- Dynamic, can adapt to change, and work in fast-paced environments.
- Cooperative, team player, collaborative
- Focus on what needs to be done for the success of the team and others in the CPC in order to achieve our strategic goals collectively.

### **Working Conditions**

- The CPC will consider applicants from across Canada who would be interested in taking on this position remotely. The CPC Head Office is located in Ottawa, ON.
- This position requires overnight travel to sites within Canada (e.g., Games, Events, partner meetings, etc.)
- Staff based outside of Ottawa will be expected to travel to Ottawa a few times a year or as the job demands.
- Will be required to work evenings and weekends during busy periods, including during Games time 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/109?source=aWQ9Nw%3D%3D>

**Deadline to apply: June 24<sup>th</sup>, 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.