



## JOB POSTING

### MANAGER, ATHLETE SERVICES AND ENGAGEMENT

#### **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 change 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**

As a key member of the Paralympic System and Services Division, the Manager, Athlete Services and Engagement, will work and lead together with athletes representing or aspiring to represent Canada at the Parapan American Games and/or Paralympic Games. They will do this by establishing and supporting Para athlete representation and direct voice in decision-making, supporting mentorship and education opportunities, supporting with transition and initiatives promoting safe sport practices; managing programming related to athlete and alumni outreach and engagement, athlete leadership, athlete wellness and safe sport, athlete requests, and all related athlete services programming still to be determined. They will also manage the delivery of Athlete Services to the Canadian Paralympic Committee's Athlete Council, athlete representatives from National Sport Organizations (NSO), Alumni, and Family and friends' programming.

**Experience as a Para athlete or Paralympian is considered a requirement for this position.**

Type: Full-Time  
Salary: \$70,000-\$76,000 annually based on experience plus benefits  
Reports To: Director, Paralympic System and Services  
Location: Remote within Canada, with travel to Ottawa and other locations

#### **Main Duties and Responsibilities**

##### **General**

- Supports the implementation of programming that aligns with the CPC's strategic priorities.
- Manages the Athlete Services and Engagement staff as well as budgets.
- Supports the annual planning process and leads the prioritization of work.



- Manages relationships and collaboration with sport partners as well as supports sport partner athlete-related programming (such as Game Plan, AthletesCAN, SDRCC/Safe Sport, COPSI, etc.).
- Ensures that the CPC employs an athlete-partner mindset, leading in the amplification of the para-athlete voice.

### **Athlete Engagement**

- Develops and implements Alumni programming in collaboration with other CPC departments as well as the Paralympic Foundation of Canada (PFC).
- Develop strategies to effectively engage with the athlete community
- Manages the athlete request process and updates as required.
- Provide leadership at events and engagements as required, where athletes are present.

### **Athlete Leadership**

- Supports the day-to-day operations of the CPC Athletes Council and all associated activities
- Leads the development of athlete leadership and mentorship programs in collaboration with internal and external stakeholders.

### **Games Related**

- Manages the development of tailored programming to support athlete preparation and planning for Games (Paralympic, Parapan American).
- Develops and implements game-time programming and services to support athletes.
- Develop and implement a Family and Friends strategy in collaboration with CPC departments and the PFC.

### **Qualifications**

#### **Education**

- Master's degree preferably in kinesiology, sports management, or equivalent experience in a similar position with a sport organization or as an athlete or a coach

#### **Experience**

- 5 + years of experience working in a leadership capacity in sport in Canada
- Experience working in a National Sport Organization.
- Experience working in Multi-Sport Games environments.



## **Knowledge and Skills**

- Strong sport technical knowledge including an understanding of the Canadian Sport system, International Olympic and Paralympic Sport System and the roles, responsibilities and pressures of athletes, coaches, and NSOs.
- Strong understanding of the IPC, other National Paralympic Committees, and other countries sport system.
- Strong understanding of the Games environment to best prepare team members to perform during the Paralympic Games and Parapan Am Games.
- Demonstrated ability to understand complex environments and solve problems.
- Demonstrated ability to plan, coordinate, deliver and review targeted initiatives as well as adapt to a changing environment.
- Demonstrated ability to manage relationships and work effectively and collaboratively with both internal and external colleagues.
- Experience leading own projects
- Experience managing and leading a team
- Proficiency with office applications such as email, project planning, databases, word processing, spreadsheets, presentation development, etc.
- Ability to communicate in Canada's two official languages is considered a strong asset.

## **Personal Characteristics**

- Methodical and organized, able to manage different projects at the same time
- Ability to adapt to a variety of situations, people and environments and with diverse stakeholders
- Self-directed and disciplined
- Innovative
- Strong interpersonal skills
- Analytical
- Results-oriented
- Team player
- Cooperative and collaborative
- Detail oriented with a thorough approach to problem-solving and work processes

## **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 role requires frequent and substantial travel, including occasional evening and weekend commitments, to support organizational activities and events across 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.



**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/110?source=aWQ9Nw%3D%3D>

**Deadline to apply: July 4<sup>th</sup>, 2025, at 5PM**

*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.