

## **Job Posting: Event and Program Coordinator**

**Company:** Run Ottawa

**Location:** Ottawa, ON

**Salary:** \$60,000 - \$70,000/year (based on experience)

**Benefits:** Full benefit package, Hybrid remote work, RRSP matching program

### **About Run Ottawa:**

Run Ottawa is the National Capital Region's premiere running organization and the proud organizers of Canada's most popular multi-day running event, Tamarack Ottawa Race Weekend. With 50 years of experience in hosting running events, we are dedicated to promoting a healthy lifestyle and community engagement through running. We are looking for a passionate running enthusiast to join our team as an Event and Program Coordinator.

### **About the Role:**

As the Event and Program Coordinator at Run Ottawa, you will play a crucial role in the planning, execution, and success of our events. Your responsibilities will include:

### **Run Ottawa Events:**

- Provide support at all Run Ottawa events, including preparatory activities, on-site setup, event management, and tear down.
- Manage Race Registration Software, including event setup, testing, and closure, as well as volunteer pages.
- Answer participant questions and emails in the lead up to events.
- Handle green bib and charitable dollar reporting.
- Manage volunteer registration and communications.
- Support the marketing team with graphic design feedback, new marketing campaigns, and communications.
- Coordinate with charity partners to manage their event requirements, provide on-site support, and finalize donation processes.

### **Tamarack Ottawa Race Weekend:**

- Set-up and deploy race registration emails.
- Manage the Ottawa Kids Marathon School Program including recruitment of Ottawa-Gatineau schools to participate in the program, managing all communications with Programs Leaders, managing activities leading up to and on race weekend.
- Create volunteer pages, manage communications, and assess volunteer needs based on participant numbers.
- Support communication with the Race Committee, ensuring they have the necessary volunteer numbers, supplies, and other resources.
- Provide fundraising support to charity partners and create storytelling opportunities with participants and/or charities.
- Support the charity program by developing content and emails for fundraisers.

- Manage the VIP Finish Line Tent, including staffing, budget, setup, and guest list.
- Oversee VIP arrivals, manage itineraries, and ensure all their needs are met on-site.
- In collaboration with hotel partner, coordinate VIP/Staff hotel accommodations.
- Manage hotel and F&B needs for the Elite Program.
- Handle group requests and race requirements, including charity, corporate, and high school groups.
- Provide support to media team at the finish line.

#### **About You:**

- Passionate about endurance sports, particularly running.
- Active participant in running events.
- Experience in event management.
- Degree in Sport Management, Physical Education, Kinesiology, or a related field is an asset.
- Being bilingual in French and English is an asset.

#### **Why Join Run Ottawa?**

- Competitive salary ranging from \$60,000 to \$70,000 per year, depending on experience.
- Comprehensive benefit package.
- Hybrid remote work arrangement.
- RRSP matching program.

If you are a dynamic and enthusiastic individual with a love for running and event management, we would love to hear from you. Join our team and help us continue to create memorable experiences for runners in the National Capital Region.

#### **How to Apply:**

Please send your resume and cover letter to Mike Vieira [mike.vieira@runottawa.ca](mailto:mike.vieira@runottawa.ca) by Aug 20, 2025. We thank all applicants for their interest, but only those selected for an interview will be contacted. Anticipated start date is September 2025.