

CYCLING
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CANADA



**JOB
DESCRIPTION**

**MEMBER AND PROGRAM
SERVICES COORDINATOR**

Status: Full Time, Permanent Position

Reports To: Director of Community Growth and Events

Location: This is a hybrid position based out of Cycling Canada's office locations in: Ottawa, ON; the Greater Toronto Area; or Bromont, QC. Remote candidates may be considered under exceptional circumstances.

Salary: \$45,000 – \$52,000 annually, plus comprehensive health benefits.

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 **Member and Program Services Coordinator** will work under the leadership of the Director of Community Growth and Events, supporting the administration and operations of national education programs and activities such as HopOn, CAN-BIKE, NCCP Coaching Education and Trade Team affiliations.

Specific Responsibilities

The Member and Program Services Coordinator will contribute to the achievement of Cycling Canada's Domestic Department's operational goals and act as the principal liaison, overseeing responsibilities across key areas:

1. Support the planning, coordination and implementation of sport development activities including HopOn and Can-Bike
2. Support the planning and coordination of education programs, workshops and seminars using the CC Learning Management System (LMS)
3. Maintain and update content on the HopOn and Cycling Canada websites
4. Serve as Cycling Canada's direct liaison for UCI and Cycling Canada Trade Teams
5. Support on-site event delivery at national calendar events
6. Coordinate licensing and membership support including the centralized membership database, annual licensing memo, athlete travel letters/permissions and membership inquiries
7. Support Esports programming including the community calendar and national championship logistics and communications
8. Support evaluation and reporting for grants, program effectiveness, budgeting and analytics
9. Build relationship and liaison with key stakeholders including provincial/territorial partners, coaches, instructors, members, officials and parents.

Qualifications

- University or college degree in Sport Administration/Management, Recreation Management, or equivalent experience
- 2 years relevant working experience and proven experience in Sport Administration/Management, Recreation Management
- Bilingual in both English and French languages an asset
- Experience working in Cycling or wider Sport Industry an asset

Travel

On an occasional basis, the Member and Program Services Coordinator will be required to travel to meetings, events or program activities within Canada.

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 general@cyclingcanada.ca citing the position title in the subject line prior to **November 19th 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.

Note: Criminal record and credit checks will be required of the successful candidate prior to hiring.