



COORDINATOR, ATHLETE SERVICES & ENGAGEMENT

JOB POSTING

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.

Job Summary

As a key member within the Paralympic System and Services Division, the Coordinator, Athlete Services & Engagement, is responsible for implementing a strategy to engage and involve Canadian Paralympians in a meaningful way. This includes the responsibility of implementing and supporting the development of effective outreach and engagement strategies of the athlete and Alumni community, supporting the organization's initiatives, special events, and projects, corporate activations and fundraising activities, and athlete requests. Situated in the Sport Department, the Athlete Services & Engagement Coordinator will work closely with other departments of the Sport Team (including Systems and Services, Paralympic Performance, and Games Operations) as well as other CPC teams, including Marketing and Communications, Partnerships, and the Paralympic Foundation of Canada (PFC). The Coordinator, Athlete Services & Engagement's focus extends to working with athletes by supporting the establishment of Paralympic athlete representation and direct voice at all levels to enhance leadership, mentorship, and education opportunities, as well as supporting transition and initiatives promoting safe sports practices.

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

Type: Full-time

Salary: \$40,000-\$45,000 annually plus benefits

Reports To: Manager, Athlete Services and Engagement

Location: Remote within Canada, with travel to Ottawa and other locations.



Main Duties and Responsibilities

Athlete Engagement & Relationship Management

- Coordinate athlete requests from Partners and Stakeholders, CPC and PFC, and third-party organizations.
- Provides support at events and engagements where athletes are present, including ensuring athletes have the necessary support pre- and post-engagements.
- Track, monitor, and report on athlete engagement goals, ensuring alignment with CPC's objectives.
- Develops and maintains strong relationships with Para athletes and Paralympians and establishes relationships with NextGen Para athletes.
- Maintains alignment on athlete requests and other projects, working with the Performance team.
- Maintains a strong relationship with sport partners, including National Sport Organizations and multi-sport organizations (i.e., the Canadian Olympic Committee, Game Plan, Athletes CAN).
- Works with the Paralympic System and Services team to provide an athlete-partner mindset, assisting in amplification of the para-athlete voice within CPC and the Canadian Sport System, and contributing to the Paralympic movement.

Athlete Services Coordination & Communication

- Support the development and implementation of Alumni initiatives.
- Support the development of an athlete ambassador program and maintain athlete profiles.
- Research historic information on Paralympic teams and compile updated information on Paralympians (current and Alumni).
- Monitors Para athletes in the news and supports a content plan for Paralympian social channels.
- Provides support and content to the Athlete & Alumni Monthly Newsletter.
- Researches and supports new initiatives and best practices (i.e., Athlete Information Sessions, Games Activations, etc.).
- Contributes to the development and activation of Athlete & Alumni engagement strategy around Games time (Paralympic, Parapan American).



Qualifications

Education/Experience

- Related post-secondary education, preferably in marketing and communications, sport management, or equivalent experience with a sport organization or as an athlete, or a coach
- Experience as a Para athlete or Paralympian is considered **a requirement**.

Knowledge and Skills

- Demonstrated ability to develop relationships and work effectively and collaboratively with both internal and external colleagues.
- Knowledge of Para athletes, Paralympians, and Paralympic sport
- Proficiency with customer relations and social media platforms such as MailChimp, WordPress, Facebook, etc.
- Proficiency with office applications such as email, project planning, databases, word processing, spreadsheets, presentation development, etc.
- Strong organizational and time-management skills with the ability to prioritize multiple tasks.
- High attention to detail, with a strong ability to track and manage information.
- Ability to communicate in Canada's two official languages (English and French).

Personal Profile

- Dynamic, can adapt to change and work in fast-paced environments.
- Demonstrates reliability and responsibility.
- 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 position requires overnight travel to sites within Canada (e.g., Games, Events, etc.)
- Staff based outside of Ottawa will be expected to travel to Ottawa a few times a year or as the job demands.
- Staff 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/116?source=aWQ9Nw%3D%3D>

Deadline to apply: November 28th, 2025, at 5pm EST

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.