



JOB POSTING: OFFICER, EXECUTIVE OFFICE & OPERATIONS

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:

The Officer, Executive Office and Operations, provides dedicated support to the executive team while ensuring the efficient management of day-to-day operations. This role demands excellent communication skills, sound judgment, and the ability to manage multiple priorities simultaneously. The successful candidate will be proactive in anticipating needs, optimizing workflows, and fostering a productive and positive work environment.

Type: Full-time.

Salary: \$60,000-\$68,000 annually based on experience, plus benefits

Reports to: Manager, Governance & Engagement

Location: **Ottawa**. The position is primarily based in the Canadian Paralympic Committee's Ottawa office, operating within a hybrid work environment. The successful candidate is **required** to be in the office for a **minimum of 3 days per week**, with flexibility for additional days as needed based on job demands.

Duties and Responsibilities:

Executive Office Support

- Provide administrative and operational support to the CEO and Executive Leadership Team, including calendar management, preparation of briefing materials, coordination of correspondence, and assistance with travel planning and logistics.
- Manage confidential information and materials with discretion and integrity



- Support special projects undertaken by the CEO or ELT, including coordination, research, and communications

Operations

- Oversee office and physical space management, including inventory and asset tracking, as well as the development and maintenance of organizational systems and processes that support efficient workflows and team collaboration.
- Act as the office “lead” for reception, facilities, and meeting space coordination and logistics
- Manage travel platform implementation for staff, leadership, and key stakeholders, while also providing support with expense reconciliation and reimbursement tracking.

Games & Major Event Support

- Provide operational and logistic support during the Paralympic Games and other major events, assisting the Executive Office with scheduling, coordination, and partner engagement.
- Lead CPC’s gifting and recognition program, overseeing the planning, sourcing, and distribution of official gifts and recognition items that support executive initiatives, Games-related activities, and partner engagement.

Communications and Member/Partner Engagement

- Support effective communication and engagement with CPC sport members and partners.

Requirements:

- Minimum 3-5 years of experience in administrative support and/or other relevant experience.
- Proven ability to support senior leadership team members
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Outstanding written and verbal communication skills
- Bilingualism in French is considered a strong asset
- Exceptional attention to detail and effective time management
- Ability to work both independently and collaboratively, with a strong sense of accountability
- Resourceful and proactive in identifying and resolving issues
- Strong organizational and prioritization skills



Working Conditions

- The position is primarily based in the Canadian Paralympic Committee's Ottawa office, operating within a hybrid work environment. The successful candidate is **required** to be in the office a **minimum of 3 days per week**, with flexibility for additional days as needed based on job demands
- Successful candidates must reside in the Ottawa region or be willing to relocate to the Ottawa region.
- Occasional overnight travel and off-site work required
- Will be required to work evenings and weekends during busy periods, including Games and other unique 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/115?source=aWQ9Nw%3D%3D>

Deadline to apply: November 24th, 2025, at 5 pm 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 offenses, 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.

