



## JOB POSTING OFFICER, GAMES OPERATIONS & DELIVERY

### 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.

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### Job Summary

The Games Operations & Delivery department is part of the Sport Division at the Canadian Paralympic Committee (CPC) and is responsible for facilitating access to the **operational services** (includes Processing, Travel, Fulfillment, Facility and Security) that are required for the CPC's team members to perform at International Paralympic Committee (IPC) and Americas Paralympic Committee (APC)-sanctioned multi-para sport competitions (**Games**).

As a member of the Games Operations & Delivery department, the Officer, Games Operations & Delivery will apply project management methodology to provide team members of the CPC with access to **Travel services** for the Games.

Type: Full-time

Salary: \$60,000 – \$68,000 annually plus benefits

Reports: Manager, Games Operations and Delivery

Location: Remote within Canada, with travel to CPC head office in Ottawa for occasional in-person meetings.

### Main Duties & Responsibilities:

Utilize project management methodologies to ensure that travel services, or elements thereof, are performed in the delivery of Major Games and CPC's Games Planning & Preparation Site Visits. Including but not limited to:

- Lead travel strategy and project planning for each Games cycle, ensuring seamless coordination and delivery
- Partner with the CPC's travel agency to oversee travel planning and ensure all consultations, reviews, and approvals are completed efficiently and accurately



- Coordinate and submit accurate travel information to ensure CPC's full compliance with Host Organizing Committee requirements.
- Advocate for accessibility and performance-focused outcomes in all travel and operations planning
- Develop clear, practical policies and procedures to guide both internal teams and external partners for Games-related Travel
- Foster optimal performance at Games through sound operational planning and delivery to create a healthy culture of excellence with an emphasis on positive experiences and well-being.
- Drive the development and execution of operational services by creating and maintaining project plans, managing issues, engaging Games Partners, and overseeing suppliers.
- Deliver regular project status updates to the department and to cross-functional teams
- Establish and maintain clear communication systems to ensure a smooth and effective working model for external third-party suppliers.
- Perform additional duties and responsibilities as needed to support the successful delivery of CPC's Games operations

## **Qualifications**

### *Experience*

- 3 - 5 years' experience, working experience within a professional environment, and a proven track record of increasing responsibilities.
- Background in travel booking, itinerary management, or related travel industry experience is an advantage
- Previous experience in the Canadian and/or Paralympic sports industry, or related field, is considered an asset.
- Experience working in a multi-sport Games environment is considered an asset.
- Experience as a Paralympian or Para athlete is considered an asset.

### *Education*

- Undergraduate degree or diploma in a relevant discipline or a combination of training and related experience.
- Project Management Professional (PMP) Certification or willingness to obtain is considered an asset.

### *Interpersonal Skills*

- Maintain an efficient and positive relationship with external partners and internal departments.
- Promote proactive, clear, and positive communications
- Proactively seeks out opportunities for collaboration with colleagues and partners
- Support Teamwork and colleagues in their work as required



### *Technical Skills*

- Project management, schedule management, and personal organizational skills to drive projects to completion.
- Strong writing, presentation, and verbal business communication.
- Competency in Microsoft Office applications, project management software such as Smartsheet and Asana, and database systems.
- Knowledge of the Canadian sport system and the Paralympic and Olympic Games is considered an asset.
- Proficiency in reading, writing, and speaking in English; bilingualism (English / French) or Spanish is considered a strong asset.

### **Working Conditions**

- Remote Environment: working remotely from Canada most of the time and as needed in the office.
- The CPC Head Office is currently located in Ottawa, ON.
- Staff based outside of Ottawa will be expected to travel to Ottawa a few times a year or as the job demands.
- Overnight and overseas travel and off-site work required (e.g., Games, Site Visits, Events, Meetings, etc.)
- Will be required to work evenings and weekends during busy periods, including Games 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/117?source=aWQ9Nw%3D%3D>

**Deadline to apply: November 28<sup>th</sup>, 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.