



HOST SOCIETY

JOB POSTING

Job Title: Manager of Community Engagement, Culture and Volunteers

Reports to: General Manager

Organization Overview: The Arctic Winter Games (AWG) are a bi-annual world class sporting and cultural event, with 2,000 participants and an equal number of volunteers from around the circumpolar north. Designed to celebrate the unique sports and cultural heritage of the Arctic, this multisport event showcases 20+ traditional and non-traditional sport competitions as well as a weeklong cultural exchange program. The Whitehorse 2026 Arctic Winter Games Host Society was formed to plan and deliver the 2026 Arctic Winter Games.

Position Overview: As a member of the 2026 Arctic Winter Games Host Society the Manager of Community Engagement, Culture and Volunteers will play a pivotal role in the strategic leadership, planning, integration, direction and operational support in developing and implementing community engagement initiatives, cultural and volunteer programs. This position requires a creative and collaborative individual with strong communication skills, a deep understanding of community dynamics and a commitment to reconciliation, diversity, equity, and inclusion.

Key Responsibilities:

- 1. Community Outreach:** Working with the Community Engagement Committee to develop and execute outreach strategies to engage communities, including, youth, families, schools, local organizations/clubs and cultural groups in the 2026 Arctic Winter Games and related activities.
- 2. First Nation Engagement:** In partnership with the 2026 Arctic Winter Games management team develop and implement engagement opportunities with local First Nation Governments and organizations to ensure that indigenous perspectives and cultural heritage are integrated into all aspects of the 2026 Arctic Winter Games.
- 3. Promotional Campaigns:** Plan and implement promotional campaigns and events to raise awareness and generate excitement about the 2026 Arctic Winter.
- 4. Education and Awareness:** Develop educational materials and resources to inform and empower community members about the benefits of participation in sport and the opportunities available through the Arctic Winter Games.
- 5. Volunteer Recruitment:** In partnership with the Volunteer Committee and other divisions within the 2026 Arctic Winter Games Host Society, recruit, train and manage over 2000 volunteers.

6. **Cultural Programming:** With the Cultural Committee coordinate the cultural programming and related activities for the 2026 Arctic Winter Games including working with each contingents' cultural participants in the creation of the 2026 Arctic Winter Games Cultural Gala.
7. **Inclusivity Initiatives:** Implement initiatives to ensure the 2026 Arctic Winter Games are inclusive and accessible to individuals of all backgrounds, abilities, and socioeconomic statuses.

Other Key Responsibilities:

1. **Budget Management:** With the General Manager and 2026 Arctic Winter Games Management team, manage assigned budgets effectively, tracking expenses and revenue and optimizing resource allocation.
2. **Reporting and Analysis:** Monitor and analyze performance metrics and provide regular reports and insights to committee members and General Manager.
3. **Relationship Management:** Build and maintain strong relationships with 2026 Arctic Winter Games management team to ensure all interdependencies are identified and addressed.

Qualifications:

- Post Secondary diploma/degree in Community Development, Public Relations, Communications, Business Administration, Sports Management, or related field.
- Minimum of 3 years of experience in a community engagement, public relations, event management or related field preferably within the sport industry or community-based organizations.
- Excellent written and verbal communication, interpersonal and networking skills with the ability to build and maintain relationships with diverse stakeholders.
- Creative thinker with the ability to develop innovative and engaging community engagement strategies and initiatives.
- Highly organized and detail-oriented with the ability to manage multiple projects and deadlines simultaneously.
- Experience working with Yukon First Nation Governments and/or organizations is considered an asset.
- Willingness to travel and work flexible hours, including evenings and weekends as required.

Conditions of Employment:

- Office hours may fluctuate at different points during the planning process leading up to the Games but will normally not exceed 40 hours per week.
- All applicants must be legally entitled to work in Canada at the time of application.
- Criminal Records Check with Vulnerable Sector Verification required for all positions.

- Credential checks may be required.

Term: May 2024 – April 2026

Salary Range: \$85,000 - \$100,000

We thank all who apply, however, only those selected to proceed in the recruitment process will be contacted.

Important Note:

- Relocation assistance maybe considered.
- Housing costs will not be provided.
- The Host Society reserves the right to change, amend or disuse this job description at any time. This document is intended to provide an overview of the required responsibilities and qualifications.