



**JOB:** Performance Excellence Coordinator – Skating Programs  
**TYPE:** Full-time Permanent  
**REPORTS TO:** Senior Manager, Skating Programs  
**LOCATION:** Ottawa, ON (Hybrid Work Model)

### **POSITION DESCRIPTION**

The Performance Excellence Coordinator will be responsible to provide support to performance excellence programming. Working in a team-based environment the Performance Excellence Coordinator will support skating programs, coordinate various workshops and/or seminars supported by Skating Programs, and perform administrative duties as required for the performance excellence team.

### **KEY RESPONSIBILITIES**

1. Maintain all resources pertaining to Skate Canada's three core programs: CanSkate, PowerSkate and STAR 1-5.
2. Support the Senior Manager, Skating Programs in the development of opportunities, training, and resources for the Active for Life and Adaptive Skating communities.
3. Organize, prepare, and communicate information to stakeholders regarding programs.
4. Assist with all communication postings for the Performance Excellence Department.
5. Assist with the planning and execution of activities (seminars, camps, meetings, training) within the Performance Excellence Department.
6. Responsible for providing support to the Program Development Committee, Special Olympics working group, adult skating working group, including but not limited to drafting agendas, organizing meetings, transcribing/distribution of minutes and posting of communications and documentation.
7. Work with coaching and officiating team to support consistency and alignment of resources surrounding programs.
8. Prepare and process finance related activities for Skating Program initiatives, including coding invoices and expense claim forms.
9. Assist the Performance Excellence Department as needed.
10. Other duties as required by the Manager.

### **QUALIFICATIONS, EXPERIENCE AND SKILLS**

- Diploma in Business Administration or Sport Administration or similar educational background, or combination of education and relevant work experience.
- Two years of work experience in an equivalent position.
- Knowledge and experience in Skate Canada's programs.
- Advanced skills in Microsoft Word, Excel, PowerPoint and Outlook.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills.
- Strong organization skills and the ability to handle multiple projects simultaneously.



- Strong analytical skills and attention to detail.
- Ability to handle sensitive information in a professional and confidential manner.
- Ability to take initiative, work independently and work as part of a team.
- Demonstrated ability to work in French, written and oral, is considered an asset.

#### **ADDITIONAL JOB REQUIREMENTS**

- Availability to work weekends and overtime as required to meet deadlines.
- Travel within Canada may be required to attend events and meetings.