



SWIMMING / NATATION CANADA JOB POSTING

Position	Coordinator, Operations & Marketing
Reports to	Senior Manager, Operations
Location	Ottawa office
Job Type	Full-time contract (1 year)

ABOUT SWIMMING CANADA

Swimming Canada serves as the national governing body of competitive swimming. We inspire Canadians through world leading performances to embrace a lifestyle of swimming, sport, fitness and health. Canadians are global leaders in high performance swimming and development for both able-bodied swimmers and swimmers with a disability. Swimming is recognized as one of the most celebrated and successful Canadian Summer Olympic and Paralympic sports. Swimming Canada strives to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to attracting, developing and celebrating a diverse workforce that reflects the community we serve.

ABOUT THE POSITION

As a key member of Swimming Canada's team, this coordinator position will be responsible for coordination support to both the Operations and the Marketing, Events & Communication departments.

PRIMARY RESPONSIBILITIES

- Work as a generalist under the Operations department
 - Coordinate the service providers as needed as they relate to building operations
 - Manage and respond to the various general email addresses (National Office, Jobs, etc.)
 - Coordinate Swimming Canada administrative accounts
 - Perform reception duties. (Greeting guests, shipping and receiving, etc.)
 - Provide administrative support to the Joint Health and Safety Committee
 - Manage the booking of conference rooms
 - Monitor office supplies inventory and place orders
 - Assist other departments as required
- Work as a coordinator in the MEC department.
 - Manage the Swimming Canada online store.
 - Provide support to the Manager, Events in logistical support.
 - Actively engage in social media posting and other communications strategies.
 - Monitor website and social media traffic, providing a monthly report to the Sr. Manager, Communications.
 - Attend events as required – while coordinating coverage of other office duties during absence.
 - Provide support to the Manager, Marketing in sponsor relations.

EXPERIENCE AND QUALIFICATIONS

- Strong analytical skills and attention to detail
- Ability to work independently on multiple tasks with specific deadlines
- Strong written and verbal communications skills
- Strong working knowledge of Microsoft office products and key social media platforms
- Interpersonal skills and ability to deal with diverse stakeholders
- Knowledge of the sport of swimming is an asset
- Working level of bilingualism (French/English) is an asset
- Post-Secondary diploma/degree
- Experience working or volunteering in a sport environment



WORKING CONDITIONS

This is a full-time Ottawa-based term position (1 year) with available benefits package as outlined in the Swimming Canada Human Resources policies. This position requires some irregular working hours.

Salary will be based on qualifications and experience.

TIMELINES

We thank all candidates for their interest. However, only qualified candidates will be contacted and invited to an interview. Start date will be confirmed with the candidate.

TO APPLY

Candidates can email applications to jobs@swimming.ca by **May 7th, 2017**. Swimming Canada is committed to providing accommodations. If you require an accommodation as part of the hiring process, please contact lmaclean@swimming.ca

Please indicate “**Coordinator, Operations & Marketing**” in both the subject line of your e-mail and your covering letter.