



SWIMMING / NATATION CANADA JOB POSTING

Position	Coordinator, Domestic Operations
Reports to	Senior Manager, Domestic Operations
Location	Ottawa office
Job Type	Full-time 1-year contract with a possibility of a renewal or transition to a permanent contract

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 the coordination and administration of several key areas of Swimming Canada's Domestic Operations Programs including the Learning Management System (LMS), Records Management, and Event Support.

PRIMARY RESPONSIBILITIES

- Create, edit and revise content for Swimming Canada's Learning Management System (LMS) including educational courses and user guides
- Provide support to the membership in using the LMS
- Coordinate with the LMS developer on all issues related to system functionality, bugs, trouble shooting, etc.
- Coordinate the upload and testing of all content in the LMS
- Maintain and oversee National Records (Olympic Program, Paralympic Program and Masters)
- Support Events Manager in preparing for the annual Swimming Canada National Meets
- Act as the Joint Health and Safety Representative in Swimming Canada offices
- Other duties as assigned by the Senior Manager, Domestic Operations

EXPERIENCE AND QUALIFICATIONS

- Highly organized, managing multiple priorities and meeting all deadlines
- Strong interpersonal skills and ability to deal with diverse stakeholders
- Strong verbal and written communication skills
- Strong analytical skills and high attention to detail
- Self-motivated with proven ability to work independently on multiple tasks
- Problem solving skills and the ability to take initiative
- Comfortable working with technology, including Learning Management Systems, eLearning software (e.g. Articulate Storyline 360)



- Working level of bilingualism – English/French
- Strong ability to work with MS Office (Word, Excel, PowerPoint, Publisher, etc.)
- Ability to create and manage data collection tools such as Survey Monkey, Google Docs
- Knowledge of the sport of swimming is an asset
- Knowledge of the National Coaching Certification Program (NCCP) is an asset
- Post-Secondary diploma/degree in Sport/Business Administration preferred

WORKING CONDITIONS

This is a full-time Ottawa-based position 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 **September 29, 2019**. 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, Domestic Operations**” in both the subject line of your e-mail and your covering letter.