

JOB POSTING

Coordinator of Workshops (Part-Time)

Background:

The Sport for Life Society is recognized as the global experts on the Canadian Sport for Life Movement, Long-Term Athlete Development, and physical literacy development. The purpose of the Canadian Sport for Life Movement is to improve the quality of sport and develop physical literacy. Sport for Life links sport, education, recreation, health and governments to align community, provincial, and national programming. Sport for Life, as a social enterprise using Long-Term Athlete Development and physical literacy, works to be a catalyst for positive change.

Position Description:

The Coordinator of Workshops is responsible for being the primary contact in the organization for all workshops including liaison with hosts, coordinating logistics, communicating with learning facilitators, tracking deliveries and ensuring consistency in how workshops are delivered. The position also provides project support for the Knowledge Mobilization department.

Roles & Responsibilities:

Coordination of Workshops:

- Identifies and determines opportunities to leverage Sport for Life's training expertise externally through the development, sale and delivery of workshops.
- Handle external communications with a host including the delivery agreement, logistics and follow-up.
- Set up and manage the online registration for workshops.
- Secure and communicate with learning facilitator(s) for workshops.

Workshop Delivery

- Communicate with host and learning facilitator and manage deadlines, requests, and resolution of any issues as they arise.
- Coordinate the printing and shipping of materials for workshop.
- Maintain standards by evaluating the delivery of training programs and ensuring ongoing tracking and monitoring to ensure continuous improvement.

Procedure development and implementation

- Coordinate workshop processes around invoicing, payments, expenses, and fees for deliveries.
- Maintain the database of workshops with up to date information.
- Provide regular reports on workshop delivery.
- Coordinate Learning Facilitators training, communications and support.
- Work with Knowledge Mobilization team to refine workshop procedures.

Job Requirements:

- Excellent communication and customer services skills, both verbal and written
- Demonstrated ability to develop programs and processes to ensure organization operations run

smoothly.

- Ability to be flexible, adaptable and multi-task in high demand environment
- Proven responsibility to coordinate tasks and work as part of a team
- Ability to engage and work effectively with a geographically dispersed team
- High degree of independence and initiative within a team environment
- Ability to work under pressure and tight deadlines
- Ability to learn quickly and prioritize tasks
- Ability to build credible and trusted relationships internally and externally
- Detail-oriented with a sense of pride in their quality of work

Assets (but not required):

- Bilingualism (French and English). Additional languages a benefit to this role.
- Ability to work on both Mac & PC is an asset.
- Experience with Dropbox and Smartsheet.

The wage for this role starts at \$20.00 per hour. Position will be based in the Sport for Life head office in Victoria, BC

Please submit your cover letter and resume to office@sportforlife.ca by **4:00 pm, PST, Friday, February 15th**. We thank all applicants for their interest however, only those shortlisted will be contacted.

For more information on Sport for Life please visit us at www.sportforlife.ca

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry and persons with a disability.