



## Sport Dispute Resolution Centre of Canada

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**Application Deadline:** 4 p.m. (EDT) on May 25, 2018

**Starting Date:** June 2018

**Position:** Communication and Promotion Officer

The Sport Dispute Resolution Centre of Canada (the Centre) was established on April 1, 2004 under the Physical Activity and Sport Act (S.C. 2003, c. 2) to ensure the fair, equitable, transparent and timely resolution of disputes in Canadian sport, including such disputes as team selection and carding of amateur athletes. Effective June 1, 2004, the Centre became responsible for the adjudication of domestic doping cases in Canada.

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### **Communication and Promotion Officer**

The Centre is looking to hire a permanent and full-time employee to coordinate its communication activities and to promote its services to current and potential clients. The successful candidate will work at the Centre's office currently located at 1080 Beaver Hall Hill in Montreal, Quebec.

**Responsibilities:** The Communication and Promotion Officer will be responsible for the coordination of the Centre's communication and promotion activities, including the maintenance of the website, the Resource Centre and the Centre's presence in social media. The incumbent will also be responsible for coordinating the Centre's appearances and awareness activities and for maintaining regular contact with members of the sport community. In addition, the Communication and Promotion Officer will assist the Chief Executive Officer in managing the activities of the Centre when needed, including in the elaboration of operational plans and the monitoring of achievement of the Centre's strategic objectives.

**Qualifications:** This position will require a high level of versatility and interpersonal skills. The candidate will have strong organizational skills and be comfortable working in a busy environment. The candidate will have successfully completed a degree in sport administration, sport marketing, communications or related studies and possess a solid understanding of the Canadian amateur sport system. The candidate must be familiar with the Windows environment and be literate in Word, Excel, Access, PowerPoint, Publisher, Outlook and web browsers, with experience managing websites and social media platforms for businesses. The candidate must possess superior written and oral skills in both official languages and be outgoing and friendly. The candidate must be occasionally available for domestic travel or for evening and weekend work. Relevant experience with Canadian sport organizations would be considered an asset.

The Centre is committed to building a skilled, diverse workforce reflective of Canadian society. Thus it promotes employment equity and encourages candidates to indicate voluntarily on their application their sexual identity, if they are Indigenous, a member of a visible minority group or a person with a disability.

The Centre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise us of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

If you meet the above qualifications, please forward your resume, in confidence, to the contact information below. **Centre will only contact the shortlisted candidates. No telephone inquiries please.**

Salary Range: \$41,800-\$49,600 per year, commensurate with qualifications and experience.

**To apply:** [applications@crdsc-sdrcc.ca](mailto:applications@crdsc-sdrcc.ca)