



Sport Dispute Resolution Centre of Canada

Application Deadline: 4 p.m. (EST) on December 7, 2018

Starting Date: January 2019

Position: Education and Partnerships Coordinator

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.

Education and Partnerships Coordinator

The Centre is looking to hire a permanent and full-time coordinator to carry out its education programs and develop partnerships. The successful candidate will work at the Centre's office currently located at 1080 Beaver Hall Hill in Montreal, Quebec.

Responsibilities: The Education and Partnerships Coordinator will be responsible for developing educational content on alternative dispute resolution (ADR) and dispute prevention and for delivering it through publications, presentations, workshops, and web-based interactive programs. The incumbent will also be responsible for the development of partnerships within the sport, academic and ADR communities, in order to increase the reach and impact of the Centre's resources, programs and initiatives. Finally, the Education and Partnerships Coordinator will assist the Chief Executive Officer in managing the activities of the Centre when needed, including the elaboration of operational plans, communication and promotion activities and the management of tribunal cases.

Qualifications: This position will require 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 training in sport management, sport marketing or alternative dispute resolution, as well as superior skills in oral communication. The candidate must be familiar with the Windows environment and be literate in Word, Excel, Access, PowerPoint, Publisher, Outlook and web browsers. The candidate must be fluent in French and English, possess superior written skills and be outgoing and friendly. The candidate must be available for frequent domestic travel and for evening and weekend work, and sometimes prolonged periods of time. Familiarity with the Canadian amateur sport system or relevant sport experience would be an asset, as would be teaching or public speaking experience.

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 gender 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. No telephone inquiries please.

Salary Range: \$51,800-\$59,600 per year, commensurate with qualifications and experience.

To apply: applications@crdsc-sdrcc.ca (please specify in the subject line the position for which you are applying)