



## Sport Dispute Resolution Centre of Canada

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

**Starting Date:** as soon as possible

**Position:** Case Manager

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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### **Case Manager**

The Centre is looking to hire a full-time Case Manager to assist the Chief Executive Officer in the management of the Dispute Resolution Secretariat (tribunal). The successful candidate will work at the Centre's office currently located at 1080 Beaver Hall Hill in Montreal, Quebec.

**Responsibilities:** The Case Manager's primary responsibility will be to manage the cases of the tribunal, which includes coordinating the correspondence with mediators and arbitrators as well as with the parties to a dispute, processing the parties' submissions and updating the calendar of proceedings through an online case management system, overseeing the logistics for hearings, and maintaining proper records and archives for the tribunal. In addition to his(her) responsibilities related to tribunal operations, the incumbent will also play a supporting role in the daily administration of the Centre, including liaising with suppliers, maintaining databases up to date, handling financial documents, and assisting in the planning of the annual conference and other special events. Finally, the Case Manager will assist the Chief Executive Officer in managing other activities of the Centre when required, including but not limited to, the elaboration of operational plans, the development of educational content, and the implementation of revenue-generating programs.

**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 training as a paralegal or lawyer, and possess 3 to 5 years of experience as a case manager or equivalent. The candidate must be familiar with the Windows environment and be literate in Word, Excel, Access, Outlook and Explorer. The candidate must be fluent in French and English, possess superior verbal and written skills and be outgoing and friendly. The candidate must be available for occasional domestic travel and evening and weekend work as may be required by the tribunal. Familiarity with the Canadian amateur sport system would be 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 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: \$46,000-\$58,500 per year, commensurate with qualifications and experience.

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