



**Program Manager  
Ottawa Sport Council**

**About the Ottawa Sport Council:**

The Ottawa Sport Council (OSC) is a non-profit organization dedicated to representing sport in the nation's capital. As an advocate of sport, we strive to create and nurture sport environments that everyone can enjoy, regardless of age, gender, ethnicity, culture, income-level and ability. Our mandate is to educate, advocate on behalf of, and support community sport organizations in Ottawa.

The OSC has recently been mandated to play a key role in Ontario's Concussion Education Initiative.

**About the Concussion Education Initiative:**

Concussions in sport are a major health issue. Research indicates that volunteers, coaches, and officials, often have misconceptions about how to implement concussion protocol, and do not consistently follow proper protocol to return participants to sport. Ontario's Rowan's Law Advisory Committee has recommended mandatory education to address this issue. While resources have been developed nationally to grow concussion awareness and spur action, these resources are not being effectively delivered at the grassroots level.

In partnership with Parachute Canada, the OSC will develop and deliver educational sessions to coaches, officials and volunteers working throughout Ottawa's community sport organizations. The sessions are designed to enhance concussion knowledge and provide participants with the skills and confidence to effectively manage suspected concussions.

**About the Job:**

The Ottawa Sport Council is seeking a dynamic, highly-organized, part-time, term **Program Manager** to lead the implementation of this new program. The Program Manager will work closely with the OSC's Executive Director and partner organizations to ensure full program participation and successful program delivery.

**Term:** October 2019 – July 2020.

**Hours:** Average of 15 hours/week (hours will vary weekly-to-week based on program requirements)

**Who we're looking for:**

As an ideal candidate for this role you're an experienced training program manager with outstanding networking and business development skills. You're driven, self-directed, efficient, easy to work with, and passionate about community sport.

**Key Responsibilities:**

- Develop and execute on a strategy to secure full participation (450 participants) in the program's educational sessions.
- Build relationships with key stakeholders in Ottawa's community sport organizations.
- Develop and disseminate program promotional material.

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[HTTPS://SPORTOTTAWA.CA](https://sportottawa.ca)

- Develop a robust and customer-oriented participant registration process, and support participants throughout the registration process
- Develop and manage program schedules, in collaboration with facilitators and community sport organizations.
- Liaise with community sport organizations, facilitators and participants, acting as the pivot-point and link among all program stakeholders, ensuring high levels of engagement and effective communication among all parties.
- Assist in the recruitment, screening, and training of facilitators.
- Assist in sourcing session supplies and educational material, and support facilitators in the delivery of programming on-site.
- Collect and manage registration, attendance, and evaluation data.
- Collaborate with evaluation experts to ensure effective program evaluation. Lead data analysis, visualization, interpretation, and presentation projects.

**Key Qualifications:**

- Experience in the development and management of training programs or projects.
- Experience in sales and/or business development.
- Highly skilled in developing relationships with key stakeholders and selling the merits of program participation.
- Strong organizational and project management skills, particularly as it relates to iterative or agile project management strategies.
- Familiarity with Ottawa's community sport scene.
- Familiarity with the issue of concussions in sport.
- Superior attention to detail.
- Strong leadership and customer service skills.
- Team-oriented, but also apt to thrive in a self-directed capacity with minimal supervision.
- Proficiency in MS Office Suite; particularly Word and Excel.
- The ability to travel to various sites throughout Ottawa.
- The ability to communicate effectively in both official languages is a strong asset.
- Graphic design and desktop publishing skills are assets.

**Compensation:** \$30.00/hour

**Location:** Work will be conducted from your home office, from the House of Sport (RA Centre), and on-site as required for educational sessions.

**To Apply:**

Please email your resume and a cover letter highlighting your fit for the role **by September 13, 2019** to Marcia Morris, Executive Director, Ottawa Sport Council at [marci@sportottawa.ca](mailto:marci@sportottawa.ca)

All applications will receive consideration, however only those selected for an interview will receive a reply.

OSC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

OSC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.