Position: International Events COVID-19 Project Manager
Reports to: NSO CEO/Event LOCs
Location: Victoria, BC/Edmonton, AB
Job Type: Full-time Contract
Start Date: Immediately
End Date: September 30, 2021

ABOUT TRIATHLON CANADA

Triathlon Canada is the governing body of the sport in the country. Triathlon Canada's more than 22,000 members include athletes, coaches and officials from the grassroots to elite levels. Triathlon Canada supports athletes in reaching the Olympic and Paralympic podium, but we also inspire any Canadians who just want to discover what they're made of. Creating a culture of gold medal performances, Triathlon Canada is a national organization dedicated to promoting excellence in the sport. Our team of dedicated professionals are committed to the same expectation we have of our athletes and coaches who represent us: being the best in the field, whether it's on the race course, in the training environment or in the offices and boardroom.

ABOUT THE POSITION

We are seeking an International Events COVID-19 Project Manager who will be responsible for coordinating the COVID-19 response plans, including guidelines and protocols for the two Canadian stops of the 2021 World Triathlon Series. These are the 2021 World Triathlon Championship Finals Edmonton and the World Triathlon Championship Series Montreal events (the "LOCs"). The Project Manager will represent the interests of the national governing body, Triathlon Canada, and the LOCs to organize two safe and successful events adhering to all health guidelines at a local, provincial and national level. The Project Manager will work closely within a team of medical and technical experts in the preparation of the events' COVID-19 Response Plans. Once developed and approved by all major stakeholders and relevant governmental and health authorities, the Project Manager will lead the compliance to this plan during the execution of the World Triathlon Championship Finals Edmonton event and the World Triathlon Series Montreal event.

This is a new position which requires strong project management experience, the ability to work with multiple stakeholder groups and multiple levels of government. The ultimate goal is to deliver a COVID-19 safety plan to the municipal and provincial bodies to garner approval for the events from health officials and ultimately presenting it to the federal government (Sport Canada) through the CEO of Triathlon Canada for ongoing approvals from seven different federal government departments. There is no guarantee that approvals gained during the early phases of the project will remain throughout. This is an ongoing, collaborative, and challenging position. Strong communications, in both English and French, and project management skills, along with patience, will be required.

Triathlon Canada Roles and Responsibilities

Reports to CEO, Triathlon Canada

- In conjunction with Triathlon Canada, prepares/gathers all public health and safety plans, travel and quarantine guidelines and protocols for all high-level foreign nationals entering Canada to attend or participate in any of the events.
- Works closely with Triathlon Canada, the LOCs and the World Triathlon COVID-19 Management Committee to develop the events' COVID-19 Safety (Bubble) and Response Plans.
- Working closely with the CEO of Triathlon Canada, works with all Government of Canada agencies, through Sport Canada, to ensure the smooth entry of participants into Canada. Follow all travel exemption guidelines and protocols put in place by the Government of Canada.
- Working closely with Triathlon Canada and both LOCs, utilize a confidential, independent third-party reporting process for non-compliance and COVID-19 rule breaches.
- Responsible to track, inform and assess budgetary/financial impacts and adjustments of all the measures listed above.
- Regular reports to the CEO and Business Operations Manager to keep them informed of progress and any challenges that may require further work from the NF.
- Due to the constant changing nature of COVID-19, any other duties as assigned that may come up as a result of the changing rules/regulations from the federal government.

World Triathlon Series Edmonton ("WTSE") Roles and Responsibilities

Reports to General Manager, World Triathlon Series Edmonton

- Works closely with Triathlon Canada, the LOCs and the World Triathlon COVID-19 Management Committee to develop the events' COVID-19 Safety (Bubble) and Response Plans.
- Conduct a tour of all locations including venues, facilities and hotels with the respective event operation teams, medical professionals, specialists, and any other relevant personnel (including security) to review implementation of event requirements specific to the COVID-19 event plan.
- Creates open communication with all Public Health Authorities at a local and provincial level.
- Work closely with the WTSE senior management and operational teams to populate the COVID-19 Safety (Bubble) and Response Plans.
- Becomes the main point of contact for all recruited event and team compliance officers to educate, train and ensure the execution of the events' COVID-19 Safety and Response Plans.
- Attends all relevant meetings to the COVID-19 Safety and Response planning process.
- Ensure all attendees of the events are aware of COVID-19 protocols and the World Triathlon COVID-19 Rules and Regulations and event protocols.
- Build and train a Compliance Team to implement and monitor the COVID-19 Safety and Response Plans (including related protocols and guidelines).
- Working closely with Triathlon Canada and the LOCs, utilize a confidential, independent third-party reporting process for non-compliance and COVID-19 rule breaches.
- Recruit and train all medical and mon-medical personnel required in the general operations of the event and the implementation of the COVID-19 Safety and Response Plans.
- Work with the operations teams to identify and acquire supplier services for all COVID-19 response measures.
- Responsible to track, inform and assess budgetary/financial impacts and adjustments of all the measures listed above.

COVID-19 Safety and Response Plan Execution

- Supports the Event Medical Team in ensuring event medical protocols specific to COVID-19 are followed.
- Assists the Event Medical Team and Event Support Team in the event of suspected COVID-19 or a COVID-19 positive test including assistance with ensuring Public Health Authority protocol and necessary contact tracing is followed.
- In conjunction with the Event COVID-19 physician and the Safety and Response Compliance Team ensures that participants undertake the required self-assessments and screening steps as outlined in the event COVID-19 Safety and Response Plan.
- Will oversee the COVID-19 Safety and Response Compliance Team to carry out the day-to-day monitoring of compliance with COVID-19 rules and regulations (including all related protocols and guidelines).
- Will monitor all team activities to ensure physical distancing and hygiene rules are followed.
- Ensure all team members (including officials) have been tested at the required times before travelling and are tested at arrival. Keeping a log of responses and testing.
- Keep themselves informed of all new federal and provincial government, host and World Triathlon COVID-19 related requirements and inform the respective teams of any new measures or information.
- Maintain open communication with the City of Edmonton, any facilities, hotels, and transportation providers to identify and address issues specific to the COVID-19 protocol as they arise.
- During the event, ensure that all areas within any secure zone including the hotel(s), buses, dining locations, training facilities, and competition facility are compliant with the rules outlined in the event COVID-19 Safety and Response Plan and continue to comply with Provincial Health Authority Guidelines.
- During the event, ensure all safety equipment, including personal protective equipment, is provided to team members, stakeholders, officials, athletes, suppliers, and volunteers and is available where necessary.
- During the event, assist the Event Medical Team and Event Support Team in the event of a COVID-19 positive test including assistance with ensuring Public Health Authority protocol is followed and contact tracing is implemented immediately.
- During the event, immediately report any case of COVID-19 rule non-compliance to WTSE Executive Teams, Triathlon Canada, and World Triathlon; including but not limited to issues concerning the secure zone, isolation/quarantine, physical distancing, and respiratory illness which will be addressed by the Event Medical Team, the Event Support Team and World Triathlon.
- During the event, report all breaches of the COVID-19 rules to WTSE Executive, Team Triathlon Canada and World Triathlon. A failure to report will be considered as a breach.
- Treat all testing results, tracing information and personal information as confidential.
- Other duties as assigned.

World Triathlon Series Montreal Roles and Responsibilities

Reports to Eric Noël, World Triathlon Series Montreal

- Works closely with Triathlon Canada, the LOCs and the World Triathlon COVID-19 Management Committee to develop the events' COVID-19 Safety (Bubble) and Response Plans.
- Work closely with the WTS Montreal senior management and operational teams to populate the COVID-19 Safety (Bubble) and Response Plans.
- Attend all operational planning meetings to ensure you are fully informed of all operational and safety plans in order to relay that information as required to Triathlon Canada for the federal government reporting.
- Working closely with Triathlon Canada and the LOCs, utilize a confidential, independent third-party reporting process for non-compliance and COVID-19 rule breaches.
- During the WTS Montreal event, keep themselves informed of all new federal and provincial government, host and World Triathlon COVID-19 related requirements and inform the respective teams of any new measures or information.

WORKING CONDITIONS

- This is a full-time contract position with travel required. Compensation will be based on qualifications and experience.

TIMELINES

- We thank all candidates for their interest. However, only qualified candidates will be contacted and invited to an interview. Start date will be confirmed with the candidate.

TO APPLY

- Candidates can email applications directly to info@triathloncanada.com by March 10th, 2021.
- Please indicate "**International Events COVID-19 Project Manager**" in both the subject line of your email and your covering letter.