

**Position: Maritime Regional Director (MRD)**

**Reports to: Maritime Provincial Sport Organization (PSO) Presidents/Triathlon Canada (TC)**

**Location: Canada**

**Job Type: Full-time**

**Start Date: September 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**

### **Responsibilities/Individual PSOs<sup>1</sup>**

- Meeting Scheduling/Facilitation
  - Attend all meetings, act as secretary if required
  - If in person, send calendar invites, book room and refreshments
  - If virtual, set up video conferencing, send calendar invites, manage meeting. Meetings include (but are not limited to)
    - Board Meetings
    - Committee Meetings
    - Annual General Meetings (AGM's)
    - Canada Games
- Email
  - Monitor email accounts
    - Draft Responses/forward to appropriate person
  - Prepare member emails/newsletters, MailChimp or similar
- Organizational Excellence/Governance
  - Maintain non-profit registration
  - By-law, policy and procedure overview as needed
  - Oversee implementation of Provincial Strategic Plan
  - Manage Provincial Sponsorship Plan
  - Insurance
  - Coordinate AGM report, new board member orientation

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<sup>1</sup> Note: not every PSO will require the full suite of duties

- Provincial and National Bodies
  - Manage grant applications to provincial sporting body (Sport Nova Scotia, Sport New Brunswick, Sport PEI)
  - Manage annual reporting to provincial sporting body
  - Manage annual reporting to National Sport Organization (NSO)
  - Manage core funding application to provincial sporting body
    - Depending on the PSO this will be annual or quadrennial
    - Work with Provincial Coordinator to maximize funding opportunities for core funding application
  
- Memberships
  - Set up registration page with National Triathlon Registration System (NTRS) partner
  - Manage registration process including refunds
  
- Clubs
  - Manage club sanctioning process
  - Ongoing member customer service
  
- Social Media
  - Monitor all accounts (Facebook, Twitter, Instagram, Strava)
    - Engage as necessary
  - Social media posts, x2 week minimum
  
- Events
  - Promotion of events via newsletter and social media platforms
  - Manage the sanctioning process
  - Manage provincial/regional sponsor requirements
  - Apply for insurance certificate
  - Set up and manage event registrations as required
  - Order race participant supplies i.e., bib-numbers, bike-numbers etc.
  - Results management; post on website, send age-adjusted World Qualification (WQ) results to Triathlon Canada
  - Manage points-series
  
- Other duties as assigned

## Responsibilities/NSO-PSO Relations and PSO Joint Projects

- Meeting Scheduling/Facilitation
  - a. Attend all meetings, act as secretary if required
  - b. If in person, send calendar invites, book room and refreshments
  - c. If virtual, set up video conferencing, send calendar invites, manage meeting. Meetings include, but are not limited to;
    - i. Executive Meetings
    - ii. Events Meetings
    - iii. Communications Meetings
    - iv. Coaching Meetings
    - v. Technical Officials Meetings
  
- Attend all NSO-PSO Meetings
  - Liaise with NSO as required
  - Advertise national initiatives as required
  
- Coordinate Joint Event Calendar
  - Senior
  - Development
  - Children/Youth
  - Worlds Spots
    - Communicate with NSO as required
      - WQ calendar
    - Report year + 1 results
  
- Coordinate social media challenges and virtual events
  
- Coordinate training of personnel for all three provinces, NSO and other partners as required
  - Set up course registrations
    - E.g. the TC Portal and Coaching Association of Canada (CAC) Locker
  - If online, manage course as required
  - If in person, book room and refreshments as required
  
- Oversee implementation of Regional Strategic Plan
  - Sponsorship Plan
  
- Reporting to NSO on MRD position
  - Submit regular hours breakdown
  - Participate in regular evaluation of self and position
  
- Other duties as assigned

## QUALIFICATIONS/COMPETENCIES

- Required
  - Knowledge of regional and national endurance sport ecosystem
  - Multidisciplinary project experience essential
  - Basic Microsoft Office Applications
    - Word, Excel, PowerPoint, Outlook, Office 365/SharePoint
  - Basic G-Suite (Google) competencies
    - Google Drive, Google Classrooms
  - Familiarity with video conferencing
    - Including Google, Zoom and Teams
- Asset but not required
  - Coach or Technical Official certification (any sport)
  - Bilingual, English/French
  - Diploma/degree in Sport Management or related field
- Behavioural Competencies
  - Self-starter
  - Multitasking
  - Self-motivated
  - Team player
  - Coachable
  - Advocate for Triathlon Canada
  - Advocate for the National Coaching Certification Program (NCCP)

## WORKING CONDITIONS

- This is a full-time position with travel required. Availability out-of-hours and weekends essential. 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](mailto:info@triathloncanada.com) by **August 5<sup>th</sup>, 2021**.
- Please indicate **“Maritime Regional Director”** in both the subject line of your email and your covering letter.