



CONTRACT DESCRIPTION:

Project Management Assistant – Archery Canada

Title: Project Management Assistant

Project: Athlete Development Matrix 1.0 (ADM)

Type of Position: Part-Time (up to 12 hours per week)

Dates: March - June 2021

Location: Virtual

Reports to: High Performance Director (HPD)

Archery Canada is the National Sport Organization responsible for the promotion and development of the sport of archery in a safe and ethical manner. Archery Canada supports the achievement of high performance excellence in archery in all categories and the development of a national archery infrastructure to promote archery participation across Canada in cooperation with the Provincial/Territorial Archery Associations.

POSITION OVERVIEW

The Project Assistant is responsible for providing support to the HPD in the design and management of Archery Canada's ADM development project. The Project Assistant will have the opportunity to gain valuable, practical experience within a Canadian National Sport Organization and to develop skills and specific knowledge for a career in the field of sport management.

CORE RESPONSIBILITIES & PRIORITIES

- In collaboration with the HPD and ADM subject matter expert, support the development of the project plan
- **Manage the overall project within the following guidelines:**
 - Communicate effectively with stakeholders and the project team
 - Document project needs, objectives and progress.
 - Coordinate the planning and development aspects of the project.
 - Contribute to the periodic implementation of certain project deliverables
 - Support the coordination and management of project timelines.
- Generate specific research information and associated findings as necessary
- Perform administrative tasks such as scheduling meetings, capturing minutes, and project progress reporting.
- Prepare surveys as part of ongoing project input & progress review and debriefing



- Assist in the management of specific project communications including formal web-based communication, social media support and the monthly newsletter beyond the immediate stakeholders and team members

Desired Qualifications & Skills

Education & Experience

- Enrollment in a business marketing, communications or sport management program considered an asset
- Experience in project management is desired.

Key Competencies

- Previous experience in project management or a similar role.
- Proficiency in Microsoft Office and project management software.
- Highly organized and able to multitask.
- Strong attention to detail and problem-solving skills.
- Excellent communication skills, both verbal and written.
- Able to work independently and as part of a team.
- Collaborative, with experience working with volunteers and committees
- Ability to work in both Canadian Official Languages is an asset
- Knowledge of the Canadian Sport System and the Long Term Athlete Development model is an asset
- Demonstrated strong interpersonal and communications skills.

COMPENSATION

Compensation will be commensurate with the successful applicants experience. The budget for this part-time project management assistant lies within \$1500 per month.

HOW TO APPLY

Application deadline: March 5th 2021

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

Interested candidates can submit their resume and cover letter via email to Karl Balisch, Executive Director at kbalisch@archerycanada.ca

We appreciate the interest of all applicants however only those candidates selected for an interview will be contacted.