



National Team Programs Coordinator

Title:	National Team Programs Coordinator
Type of Position:	Part-time Contract (approx 25 hours per month)
Term:	12 month contract with the possibility of extension
Location:	Ottawa, ON - Hybrid, or remote, Home based

Archery Canada is the National Sport Organization responsible for the promotion and development of the sport of archery in a safe and ethical manner. We are currently seeking a part time contractor to manage the role of National Team Programs Coordinator. 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 National Team Programs Coordinator is a part-time contracted position reporting to the High Performance Manager and other key Archery Canada staff where identified. The position has responsibility for program support, administration and development related to our Olympic Program teams, which include Recurve and Compound target disciplines. This role will see a focus related to National Team logistics, team communications, and athlete monitoring.

CORE RESPONSIBILITIES & PRIORITIES

Leadership

- Work in collaboration with the High Performance Manager (HPM) and Technical Advisory Groups (TAG's) to develop specific program documents including: national team criteria and selection process; Event selection addendums, carding criteria and nominations; and identify and plan competition and training opportunities.
- Oversee ongoing monitoring and evaluation of athlete performance at the team and individual level, and manage relevant data to ensure standards are met to obtain optimal performance potential.
- In collaboration with the HPM, and AC Staff, develop a budget related to each of the National Team Programs events.
- In collaboration with the HPM select team staff for each national team event.

Communication

- Support the development and delivery of program specific communications with AC staff
- Communicate with program participants and stakeholders (designated PTSO technical leads) to ensure timely information and follow up
- Develop relevant and beneficial professional networks both domestically and internationally

Program Management

- Coordinate the organization of, and assist with the delivery of AC's National Team camps, events and programs with AC's Technical Leadership and program staff
- Assist with the preparation and submission of government and other funders' grant applications when requested by the Executive Director or HPD.

The National Team Programs Coordinator may be asked to attend a national and/or international event or training camp with a team where needed and within budgetary constraints. Any potential travel will be discussed in advance with the Coordinator.

The Coordinator shall report to the HPM and sit on the Company's Technical Advisory Groups (TAG's). Additional services or amendments to the services described above may be agreed upon between the parties.

DESIRED QUALIFICATIONS

Key Competencies

- Strong understanding of the high performance sport environment to best help prepare athletes, coaches and team leaders to perform during the major international events
- Understanding of, and previous exposure to archery
- Excellent organizational skills, re., setting priorities, directing volunteers and committees
- Ability to work independently and as part of a team with strong interpersonal skills
- Excellent communication skills both written and oral in English. Functional ability to speak and write in French is an asset
- Proficiency with standard office applications such as email, document and spreadsheet development in Google suite or Microsoft Office, etc
- Must comply with Archery Canada's Screening Policy and complete required training within the first month of start date.

COMPENSATION

Compensation will be commensurate with the successful applicant's experience. The budget for this part-time role will be \$650 per month.

HOW TO APPLY

Application deadline: Aug. 22 2025

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

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