



## **Manitoba Games Coordinator – Full Time Position**

20 Month Term

Start Date: September 1, 2020

The Town of Niverville, Hanover School Division and the 2022 Niverville Manitoba Games Host Society Inc. are proud to welcome over 1,800 athletes, coaches, managers and officials for the Manitoba Winter Games Powered by Manitoba Hydro, from February 27 – March 5, 2022.

### **Position:**

The successful candidate will work out of the Games office in Niverville, Manitoba, and report to the Co-Chairs of the 2022 Niverville Manitoba Host Society Inc.; a volunteer-based Board of Directors.

### **Desired Characteristics:**

The Games Coordinator will need to be a highly motivated individual with experience in event management, sponsorship and marketing activities, and have demonstrated the ability to work with volunteers. This individual must possess strong communication, leadership, organizational and multi-tasking skills. A background in sport and recreation is also desired. The Coordinator must be self-motivated, available to work flexible hours, and attend evening and/or weekend meetings as required.

### **Responsibilities:**

- Participate in and support all executive, and committee meetings ensuring there is communication between the various committees.
- Act as a resource link for all major partners in the Games program includes the Host Society, Sport Manitoba, Town of Niverville, Hanover School Division, the official Games Sponsors and the local Friends of the Games, etc.
- Support the Host Society co-chairs, the executive committee and their various committees in formulating and implementing timelines and work plans.
- Assist in the development and implementation of the Friends of the Games – FOG fundraising plan including identifying local corporate sponsors, donors, developing customized strategies and implementing key actions to increase financial support of the Games.
- Work with Sport Manitoba to ensure the Games Hosting Standards, timelines, policies and procedures are maintained.
- Manage the Games office including; ensuring that all communication is responded to, maintaining executive and committee meeting schedules; coordinate the use of electronic and physical file management and inventory management.
- Assist the Executive Committee in the coordination of contracts with organizations and businesses providing necessary facilities, goods and services as required to ensure successful operation of the Games.
- Represent the Host Society at official functions when required.

### **Qualifications Preferred:**

- Post-secondary education in disciplines such as recreation, sport administration, or business administrative management or related experience.

- Knowledge of provincial sport and recreation organizations, policies and resources.
- Experience in managing large scale sporting or public events.
- Financial/large-scale budget management experience.
- Excellent organizational, interpersonal, written and oral communication and customer service skills.
- Ability to work with a wide variety of individuals to prioritize and manage deadlines and competing priorities.
- Possess a valid Class 5 Driver's License and must have access to a vehicle.
- Must have good working knowledge of Microsoft Office and general computer skills.
- Social Media/Marketing experience is an asset.
- Child Abuse Registry Check and Criminal Record Check must be complete prior to employment.

**Applications:**

Submit resume and a cover letter (by email) in confidence including salary expectations on or before June 30, 2020 to:

2022 Niverville Manitoba Games Host Society Inc.

ATTN: Host Committee Co-Chairs

Email: [Niverville2022Chairs@whereyoubelong.ca](mailto:Niverville2022Chairs@whereyoubelong.ca)