



## Field Hockey Canada Job Posting Women's National Program Manager

Field Hockey Canada (FHC) is the national sport governing body responsible for the development, growth and promotion of field hockey in Canada. Among its responsibilities and in collaboration with a variety of partners, FHC selects, prepares and promotes Canada's teams towards the goal of delivering sustained podium performances in international competitions including FIH World League, Continental Championships, World Championships, and major multi-sport games.

Reporting to the High-Performance Director, and working in conjunction with the WNT Head Coach, Technical Director, and Next Gen Leads, the Women's National Program Manager provides support to the entire Women's National Program. They do so by taking charge of the many administrative tasks required to ensure the success of the program. This is a dynamic role, with few days looking the same. As such, it will demand a resourceful, meticulous approach and comfort at successfully delivering to multiple priorities and tight timelines. The successful candidate will have hands-on experience in the field of high performance sports administration.

### **Primary Responsibilities:**

#### **Administration**

- Provide administrative support to all aspects of the HP portfolio.
- Collaborate with FHC's designated clothing vendor to ensure national teams are outfitted.
- Liaise with the Canadian Olympic Committee regarding certain preparatory tasks for Olympic and Pan Am Games.
- Aid in the internal administration of insurance claims.
- Coordinate and liaise with service providers (insurance, Athletes Can, Game Plan, Canadian Sports Institute, CCES etc) to ensure efficient communication, documentation and compliance;
- Coordinate and liaise with athletes including communication, documentation, scheduling, personal data updates and compliance;
- Responsible for preparing and submitting lists for , and for ensuring all payments are up to date across the National teams and Next Gen programs.
- Responsible for submitting invoices
- Prepare invoice lists for HP related programming, lead the collection and coding of invoices.
- Book training pitches, facilities, meeting rooms;
- In consultation with the Program Leads and HPD, order, maintain, track inventory, replace and repair training and competition equipment; balls, cones, bags, bibs etc;

- In consultation with the HPD, order, maintain, track inventory of clothing for both training and competition including uniforms, training clothing, travel clothing and staff clothing;
- In consultation with the Head Coaches and HPD order, maintain, and track tour equipment inventory.
- Track player / staff / supporter recognition.

### **Tour Management**

- Act as tour manager at identified training camps if necessary
- Liaise with tour manager if not acting as tour manager;
- Liaise with local organizing committee and international governing body.
- Oversee travel logistics (all flight/transport/hotel, meals);
- Communicate tour itineraries to staff and teams.
- In consultation with the HPD manage tour budgets.
- Organize all tour documentation (visas, security, vaccinations, insurance, travel, accreditation, code of conduct forms etc),

### **Working Conditions**

- A combination of on field and office work is required
- Travel may be required
- Required to work irregular hours and on occasion, be on-call for emergencies for time sensitive and priority issues

### **Experience and Qualifications**

The ideal candidate will have experience in high performance sport, and possess strong administrative, communication and relationship management skills. The ideal attributes and qualifications the candidate should possess include:

- Forward focused and positive team orientation with the ability to effectively manage rapidly changing environments under pressure.
- A strong understanding of high performance sport
- Between 1-3 years progressive experience in sport
- Post-secondary degree required: related to sport science and/or sport management is an asset
- Competent working with Word, Excel, Outlook and Windows
- Experience in developing budgets a strong asset
- Ability to work with limited supervision
- Flexibility to manage competing priorities and timelines.
- Strong leadership abilities
- Strong people and program management skills
- Demonstrated critical thinking related to program planning and evaluation

- Bilingualism an asset

### **Terms and Conditions**

- This position is supported by Sport Canada funding
- This position will be based in Vancouver, British Columbia
- Start Date: As soon as possible
- The successful candidate will be required to provide a criminal reference check and complete safe sport training.
- Salary commensurate with experience, benefits package included.
- This position will be a 0.5 FTE role.

To apply, please send your covering letter and resume to Adam Janssen at [ajanssen@fieldhockey.ca](mailto:ajanssen@fieldhockey.ca) by March 18<sup>th</sup>, 5:00pm PST.