

**Ringette Canada**  
Events Coordinator  
**Job Description**

**Nature and Scope:**

Ringette Canada is the national sport organization that governs, promotes, and leads the development of ringette. We are seeking a dynamic individual to join our remarkable team. The main responsibility of Ringette Canada's Events Coordinator is to oversee the development and delivery of Ringette Canada sanctioned events. The Events Coordinator works in conjunction with the National Office Staff, Provincial Offices, and other volunteers in the fulfillment of their roles and duties. The Events Coordinator reports directly to the High Performance Director.

The specific responsibilities of the Events Coordinator are, *but not limited to*, the following:

**Main Responsibilities:**

- Manage all Ringette Canada event logistics in collaboration with other Ringette Canada staff and volunteers.
- Lead and develop event schedule and agenda with key stakeholders
- Ensure content and messaging is consistent with Ringette Canada policy and is on-brand.
- Ensure an enhanced event experience for participants.
- Work in collaboration with Communications, Engagement & Marketing Director to ensure that sponsorship and marketing plans are delivered for all Ringette Canada events.
- Oversee and lead all Ringette Canada events and Leagues end-to-end and work closely with host committees to roll-out events.
- Act as main liaison with all key hosting partners.

**Specific Responsibilities:**

- World Ringette Championship
  - Lead the World Ringette Championship selection process for events taking place in Canada.
  - Act as an active member and Ringette Canada Representative on World Ringette Championship Host Committee
  - Act as liaison with the International Ringette Federation and the Host Committee for World Ringette Championships
- Canadian Ringette Championships
  - Manage all Ringette Canada Canadian Ringette Championships logistics in collaboration with other Ringette Canada staff members.
  - Attend the Canadian Ringette Championships.
  - Oversee the Canadian Ringette Championships planning process in collaboration with the Host committee.
  - Oversee the Canadian Ringette Championships host selection and preliminary planning with future host committees.
- High Performance Events/Camps
  - Coordinate an RFP process for all events to secure key partnerships and locations relative to each High Performance cycle.
  - Responsible for booking facilities, accommodation and catering partners for all High Performance Events/Camps in collaboration with the National Team Program Coordinator.
- National Ringette League
  - Coordinate the National Ringette League Regular season Hub selection process..
  - Coordination the National Ringette League Regular season planning process in collaboration with NRL Hub Host committees.
- Ringette Canada Annual Conference
  - Manage event planning and bookings for the event.

- Coordinate workshops and conferences.
- Collaborate with the Program Director and the High Performance Director to build a strong program.
- Ensure sponsorships if applicable.

#### **Evaluation and Research**

- Ensure that all events and programs are monitored and evaluated for effectiveness on a regular cycle

#### **Other Responsibilities**

- Attend and provide reports for the Annual General Meeting, all national meetings, and Board of Directors meetings (as required)
- Attend Ringette Canada led and sanctioned events as needed

#### **Qualifications:**

- Undergraduate degree in Physical Education or Sports Administration, Business Administration or a related field.
- Minimum three (3) years of sport administration/business experience and/or event management experience, or any other relevant experience
- Experience working with multi-level stakeholders to develop event strategies and vision while ensuring an innovative event experience
- Sound knowledge of sport
- Strong administrative, leadership and project management skills
- Excellent communication skills, both verbally and in writing (preferably in both official languages)
- Demonstrated ability to coordinate internal and external communications
- Demonstrated ability to work with volunteers
- Ability and experience to develop and deliver programs
- Research skills to be able to conduct program evaluations and surveys
- Strong knowledge of web-based and desktop publishing software
- Excellent oral and written communication skills, organizational ability and a results-oriented approach

#### **Key Competencies:**

- Strong administrative, leadership and project management skills
- Excellent oral and written communication skills, organizational ability and a results-oriented approach
- Interpersonal skills
- Organizational awareness
- Able to work independently, and within a team environment
- High Integrity, trust and confidentiality
- Commitment to the vision, mission, and values of Ringette Canada
- Bilingualism is an asset
- Knowledge of Google Workspace is an asset
- Knowledge of the Canadian sport system and the safe sport principles is an asset

#### **Type of Position:**

Full time

Ottawa Based, possibility of working remotely

Starting Salary range: \$42 620 to \$49 920 per annum

**Interested candidates may submit their resume and cover letter to:**

**[julie@ringette.ca](mailto:julie@ringette.ca) by 9am EST on Wednesday, October 12, 2022.**

**Please title the email as: CO\_Events\_2022\_YourName**

**Annexe: Mission, Vision and Values of Ringette Canada**

# MISSION

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Ringette Canada is the national sport organization that governs, promotes, and leads the development of ringette.

# VISION

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To be the world leader in growing ringette.

# VALUES

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Ringette Canada has defined a core set of business values to enhance our work and strengthen our relationships. The following business values, along with our adherence to the True Sport principles, reflect our passion for, and our shared commitment to the sport of ringette.

## WE BELIEVE IN:

**Innovation** We invest wisely. We take chances and manage risks. We are stewards of the game.

**Collaboration** We are in this together. We include diverse perspective to enrich our experience. We purposefully create a safe and welcoming work environment.

**Accountability** When we live our values, we manage and lead with integrity. We operate with transparency and communicate proactively. We take responsibility for our actions and learn from our mistakes.

**Respect** For the game. For the rules. For our heritage. For each other.

**Excellence** We demand quality. We offer world leading programs and services. We bring our best to each situation.