



Position: Coordinator, Programs and Events

REPORTS TO: Manager, Operations
LOCATION: Hockey Manitoba, 145 Pacific Ave.
STATUS: Permanent, Full Time

Job Summary

Under the authority of the Executive Director, and direct supervision of the Manager, Operations, the **Coordinator, Programs and Events** is responsible for supporting day-to-day operational initiatives for programs and events related to hockey operations/hockey development in Manitoba and to ensure that it meets the corporate objectives of Hockey Manitoba.

Core Responsibilities

- Primary lead in the three (Pre-event, Event, and Post-event) phases of planning, coordination, and execution of assigned branch programs, events, and special projects. The primary focus to include U7/U9 Face-off Festivals, U15 Showcases, Provincials Championships, Girls Hockey United Weekend, and the Hockey Manitoba Cup.
- Continue to lead the execution of U7/U9 Face-Off Festivals and jamborees and other skill development initiatives associated with the Showcases or Girls Hockey United weekend under the direction of the Manager, Operations. This could also include assisting with the delivery of on-ice sessions, or parent seminars at applicable events if needed.
- Primary lead with support from the Manager, Operations and Manager, Membership Services in the delivery and activation of the Hockey Manitoba Provincial Championships. One of the primary tasks will involve assisting with the ordering distribution and inventory logging of team apparel.
- Assist in the development, distribution/collection of program and event surveys and provide a brief and concise summary report for each applicable program/event that includes recommendations and suggestions for program enhancement.
- Primary lead in the coordination of an “*End of Season*” survey to be distributed to membership to collect data that can assist in the ability of Hockey Manitoba ability to make informed decisions.
- Assist in the organization, storage, and shipping of branch materials and hard goods when required.
- Serve as a member of the Grow the Game Committee designed to identify priorities, needs, and action the support of existing programs to accelerate membership growth and retention.
- Attend the Hockey Manitoba Fall, Semi Annual, and AGM meetings and take minutes for an assigned council.
- Assist and support in the preparation, delivery, and on-site support of additional branch programming when required.
- Assist in the organization, maintenance, and cleanliness of internal and external storage facilities.



- Assist and support in the preparation, delivery, and on-site support of additional branch programming to include goaltenders spring camp, grow the game initiatives, and events/ programs where needed.
- Additional general administrative support as assigned.

Qualifications

- 1 – 3 years experience and planning in the execution of a program.
- Post secondary education in Sports Management or Administration or related field is an asset.
- An understanding of Hockey Manitoba operations and program development.
- Exceptional organization and time management skills, ability to balance conflicting priorities to manage workflow, ensure the completion of essential projects and meet deadlines.
- Strong leadership skills as well as the ability to work as a team player.
- Excellent interpersonal skills, promotes cooperation and commitment within a team to achieve goals and objectives.
- Demonstrated communication skills; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations.
- Exceptional organizational and time management skills; ability to balance conflicting priorities to manage workflow, ensure the completion of essential projects and meet deadlines.
- High level of integrity; earns others trust and respect through consistency, honesty and professionalism in all interactions.
- Demonstrated high level of proficiency in Microsoft programs, including Outlook and Excel as well as the ability to quickly adapt to new technology and easily acquire new technical skills.
- Valid Manitoba Drivers License.

Qualified candidates are invited to submit their resume and cover letter including salary expectation to Peter Woods, Executive Director at pwoods@hockeymanitoba.ca by the deadline of **Monday September 2, 2024**.

Only candidates being considered for the position will be contacted.

Thank you.