



Badminton Canada

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Events & Communication Officer

Badminton Canada, the national sport organization for the sport of badminton, is looking for an energetic, self-starter to fill the role of Events and Communications Officer. The Events and Communications Officer is responsible for supporting Badminton Canada Canada's events and communications.

The position will be based at the Badminton Canada office in Ottawa and the successful candidate will work under the direct supervision of the Manager of Events and High Performance.

Job Description

The Events / Communication Officer (ECO) will assist the Badminton Canada Manager of Events and High Performance with the administration, organization and execution of the Badminton Canada events and communications. The position will be based at the Badminton Canada office in Ottawa and the successful candidate will work under the direct supervision of the Manager of Events and High Performance.

The ECO will be involved in activities across a broad range of programs and initiatives. The successful applicant will gain invaluable experience and insight into the field of Sport Management.

Areas of Responsibility

Domestic Event Management

The ECO will be responsible for the ongoing oversight and management of Badminton Canada's domestic events. The aspects of that responsibility include:

- Management of the following domestic event activities:
 - 1) National Ranking System
 - 2) National Players Database
- Management of domestic events
- Provide support for hosts for International Event hosted in Canada
- Management the following event aspects
 - 1) Online registration process
 - 2) Material logistics for event - medal, sport specific equipment, etc.
 - 3) Seeding, draws and event timing
 - 4) Post event reporting
 - 5) Communication with Event Hosts
- Management of Badminton Canada's Competitions Committee



Communications Management

The ECO will be responsible for the management of the Badminton Canada communications program. The specific responsibilities include

- 1) Implement overall communication plans/strategies (incl. social media)
- 2) Leverage Badminton Canada network to find and tell stories on and off the court
- 3) Manage social media platforms and assets connecting with various audiences
- 4) Manage all internal communication requirements including technology (website)
- 5) Strengthen the brand and protect its integrity

Officials Program Management

The ECO will be responsible for coordinating with the National Officials Committee on the management of the Badminton Canada Officials Program. This includes the training, assignments and travel arrangements for officials. The specific responsibilities include:

- 1) Working with the Chair of the NOC to send invitations out to all National Officials
- 2) Coordinating the travel for officials to events through our travel agent
- 3) Updating officials certification documentation
- 4) Maintaining minutes of NOC meetings

LTAD & NCCP

The ECO will work with staff and volunteers on areas of the LTAD & NCCP activities. Areas of responsibility include:

- 1) Assisting contractors with their efforts where needed
- 2) Assisting access rights holders with the use of The Locker
- 3) Changes to information on the Locker when needed
- 4) Ensuring all Coaching Association of Canada requirements for the NCCP are met
- 5) Coordinating the logistics for NCCP & LTAD working group activities and meetings
- 6) Taking minutes at meetings

Other

The ECO will also assist with other program and administrative duties where needed. Those include:

- 1) Coordination and planning of the AGM
- 2) Office activities (mailing, courier, storage of materials etc.)
- 3) Support for new programs and activities initiated by the Board of Directors

REQUIRED QUALIFICATIONS / SKILLS

Education and Experience

- 1) Postsecondary education in Sports Administration, Communications or other relevant field is highly desirable.
- 2) At least one (1) years of experience in a Communications / Event Management role
- 3) Familiarity with Visual Reality Tournament Software is an asset.

Key Competencies

- 1) Ability to organize and manage multiple tasks and projects to meet deadlines
- 2) Execute sound judgement in decision making
- 3) Demonstrate excellent interpersonal and communication skills
- 4) Take initiative to address challenges
- 5) Excellent oral and written English language skills required (French an asset)
- 6) Ability to work with and motivate teams

To apply, please submit a resume with cover letter demonstrating credentials as well as salary expectations to morissette@badminton.ca

Deadline for applications is March 31st 2017.

Please note that the position is based out of Ottawa, ON.