



Employment Opportunity

Aboriginal Sport Circle – Event Coordinator

Mission

The Aboriginal Sport Circle (ASC) is a member-based institution with not-for-profit status that exists to support the health and wellbeing of Aboriginal people and communities through participation in sport, physical activity, and recreation.

The responsibilities of ASC are aligned with the TRC Calls to Action, are as follows:

1. **Public Relations** - Provide a national voice for Aboriginal sport, physical activity, and recreation;
2. **Research** - Conduct research to inform decisions, policy, planning and program delivery pertaining to Aboriginal participation in Sport, physical activity and recreation;
3. **Policy** - Guide, develop, monitor policies and frameworks pertaining to sport, physical activity, and recreation to ensure relevance to the needs of Aboriginal people and communities;
4. **Delivery System Capacity Building** - Build capacity at the national, provincial and territorial levels in the design and delivery of sport, physical activity, and recreation programs that are appropriate for Aboriginal people;
5. **Athlete, Coach, Officials Development** - Oversee and/or facilitate the development and training of individuals to be effective leaders for Aboriginal participants in sport, physical activity, and recreation;
6. **Events** - Oversee and contribute to the development and delivery of national and international events and programs that enhance participation of Aboriginal people in sport, physical activity, and recreation.
7. **Promotion and Recognition** - Facilitate and encourage enhanced participation of Aboriginal people in sport, physical activity and recreation through the delivery and oversight of promotional activities and recognition programs.

ASC is expanding their Ottawa based National Office staff to include a full time “Event Coordinator”.

The ideal candidate should have:

- An Indigenous background who is aware of and shares the vision, mission and values of the ASC;
- Current knowledge of the ASC programs, in particular the National Aboriginal Hockey Championships (NAHC), North American Indigenous Games (NAIG) and Tom Longboat Awards;
- A minimum of two years program coordination experience at the provincial and or national Canadian sport program level;
- Strong organizational and effective verbal and written communication skills;
- Should be passionate about the Indigenous culture, have a positive attitude, understand and work within an Indigenous value system that emphasizes caring, sharing and respect for all.

If you wish to be considered for this position, please submit (in confidence) a covering letter and resume by August 7th at 4:00pm EST to:

**Heather Kaulbach
Aboriginal Sport Circle, Executive Director
hkaulbach@aboriginalsportcircle.ca**

We will only contact the top-rated candidates that will be interviewed. The final selection process will be completed by **September 30th** with the candidate in place at the Ottawa National Office by **October 31st** or sooner. For additional background on the ASC please refer to **www.aboriginalsportcircle.ca**

Job Description

“Aboriginal Sport Circle - Event Coordinator”

General Description

The Aboriginal Sport Circle Event Coordinator (ASC-EC) shall coordinate all activities pertaining to programs delivered through the organization or through partnerships with other organizations, which advance the development and promote the meaningful inclusion of Aboriginal peoples in mainstream domestic or international major games, as well as other programs/projects as determined. In furthering the objectives within the area of major games development, the ASC-EC shall work with the National and Provincial Sport Organizations (NSO and PSO), Multi-Sport organizations (MSO), and Provincial/Territorial Aboriginal Sport Bodies (P/TASBs) towards the establishment of strategic partnerships and Long-term athlete, coach and official development opportunities.

Role

- A) Administrator Responsible for administering initiatives/projects specific to the ASC program areas.

- B) Planner Responsible for event coordination details with regards developing, designing, implementing, monitoring and evaluating programs in partnership with the ASC Executive Director. Contributes as needed to policies, directions and objectives of the organization.

- C) Communicator Ensures the effective exchange of program information with the Executive Director, select Working Groups, P/TASBs, other sport organizations and agencies and Aboriginal community.

- D) Educator Provides program specific information and general information as needed or as determined by Executive Director, to volunteers, contractors, sport organizations, media and other key organizations.

- E) Evaluator Responsible for program reports and working with the Executive Director and working groups to ensure the effective evaluation of ASC programs. Provides recommendations to working groups and Executive Director based on an evaluation of programs.

- F) Facilitator Provides support to and coordinates linkages between ASC, NSO, PSO and P/TASB initiatives. Ensures that all ASC programs are aligned and flow according to the principles and constitution of the organization.
- G) Negotiator Mediates issues arising within the delivery of the ASC programs and creates proactive measures to deal with potential problems. Works with the Executive Director to secure resources and negotiate agreements with partners.
- H) Diplomat Represents the ASC in a sensitive, tactful and discreet manner, by having a good understanding of Indigenous communities, cultures and sport issues. Additionally, to inform the Executive Director of all diplomatic endeavors and initiatives.
- I) Leader Displays a positive, balanced, and healthy lifestyle based on the organization's principles, constitution, and holistic module.

Level of Authority

Structure		Frequency
Reports to:	Executive Director	Daily
Works with :	ASC Staff	Daily
	P/TASB's	Frequently
	Working Groups	As Required: National Aboriginal Hockey Championships Coach and Athlete Development Tom Longboat North American Indigenous Games Council
	Program Participants	As required
	Project Consultants	As required
	Sport Community	As required

Average Travel Requirements

The ASC-EC will work out of the National ASC office located in Ottawa, Ontario. They will attend meetings and events as required. They will travel out of the National Capital area on average six (6) times per year.

Power of Decision –Making

The ASC-EC has the authority to implement and administer the approved plans, policies and programs of the ASC, as approved by the Board of Directors, which are delegated through the Executive Director. For actions beyond these limits, the ASC-EC is required to have decisions approved through the Executive Director.

Workplans and Performance Appraisal

The ASC-EC is responsible for the submission of annual program plans to the Executive Director. The annual plans are to reflect the objectives established within the organization's ASC Business Plan 2017-2020.

The ASC-EC is responsible for the submission of monthly workplans to the Executive Director, which align with the activities and timelines established within the annual plan.

Performance Appraisals will be carried out on annual basis during the February 14-28 time frame. The Appraisals will be conducted by the Executive Director and the Human Resource Chair and the ASC-EC is responsible for presenting a self-evaluation in advance of the process.

The annual ASC-EC contract will run from April 1 to March 31, to correspond with the ASC fiscal year.

Key Responsibilities

1) Program Planning and Development

- a) Coordinate, in conjunction with the Executive Director, an annual cycle of planning and evaluation in order to establish program priorities, activities and budget.
- b) Submit and review a monthly workplan to the Executive Director.
- c) Monitor the overall activities of respective programs in conjunction with Executive Director to ensure objectives are being achieved.
- d) Develop reports, correspondence and recommendations on programs as deemed necessary by the Executive Director.
- e) Contribute to development of new policies, procedures and systems necessary to ensure effective administration of programs.

2) Financial Management

- a) Support the Executive Director in the development of program budgets and monitor and report on same.
- b) Ensure that program financial transactions and reporting comply with ASC policies, procedures and guidelines.

3) Human Resource Management

- a) Participate in appropriate orientation of new consultants, resource people and volunteers as deemed appropriate by the Executive Director.

4) Representation and Liaison

- a) Be an official spokesperson of respective programs if deemed appropriate by the Executive Director.

5) Communications

- a) Support and coordinate as required the flow of information between ASC staff, members and working groups, sport and aboriginal community (national and provincial/territorial).
- b) Provide information as required to program partners in conjunction with the Executive Director and other interested parties on all aspects of respective programs.
- c) Monitor and provide ASC website updates and social media feeds as necessary.

6) Leadership

- a) Recognizes the profile of the ASC-EC position as an ASC Ambassador and the importance of demonstrating positive, healthy, and holistic lifestyles.
- b) Builds relationships and works cooperatively and collaboratively with partners and stakeholders.

Focused Program Areas

North American Indigenous Games (NAIG)

In support of the ASC's position as Canada's domestic custodian (franchise holder) of the NAIG, the ASC-EC will serve as one of the links between the ASC, its membership, the national sport community and the stakeholder groups of the NAIG (inclusive of the NAIG Council and the Host Society). Specific roles in administering this area will include:

- Central data and communications resource, ensuring effective flow of information;
- Support to the NAIG Council where needed;
- Support to the Canadian NAIG Host Society where needed,
- Maintaining corporate records and intellectual legacies from past Games;
- Building relationships with the NSOs of the core sports on the NAIG program;
- Participating in Sport Canada's technical analysis of the NAIG;
- Data collection and analysis on results from current and past NAIGs;
- Observing and supporting F/PT discussions on the NAIG and the F-P/T funding framework.

National Aboriginal Hockey Championships (NAHC)

The ASC-EC will provide administrative and logistic support to the annual NAHC. They will work as a member of the NAHC Working Group to provide support to the local host and successful hosting of the Championships.

Awards

The ASC-EC will coordinate the nominations, selection and awarding of the Tom Longboat and National Aboriginal Coaching Awards. They will work with the Tom Longboat Working Group and Coach and Athlete Development Working Group to confirm the nomination package, the PTASBs to confirm the list of nominations and the Canadian Sport Hall of Fame (Tom Longboat) and Coaching Association of Canada (National Aboriginal Coaching Awards) to confirm the details of the awards ceremony.

Canada Games

The ASC-EC will coordinate the ASC's role working with the Canada Games Council to support and develop short, medium, and long-term strategies for the meaningful inclusion of Aboriginal peoples in the Canada Games. The ASC-EC will provide administrative support to any special projects developed through the Canada Games Council and liaise with Host Societies as determined through partnering organizations.

Major International Multi-Sport Games

The Liaison will provide a supporting role to the Executive Director for the ASC's anticipated future partnership with the Canadian Olympic and Paralympic Games in addition to Commonwealth Games and others.

General

Perform such other duties as assigned by the Executive Director that are consistent with, but not limited to, the roles and responsibilities of the ASC-EC position. Additionally, to prepare reports to be presented at the Annual General Assembly and reports to be presented at the Board of Directors and other key stakeholders.