



## Position: Event and Development Coordinator

**REPORTS TO:** Executive Director and  
Manager, Development and Events

**LOCATION:** CurlManitoba, 145 Pacific Ave.

**STATUS:** Permanent Full Time

### Job Summary

The **Coordinator, Events and Development** is responsible to assist to develop, plan and implement programs Coordinate projects, programs and initiatives designed to meet the goals and objectives of participation relative to CurlManitoba's strategic plan, and supervise others in a project-oriented environment as required. More specifically, administer, events and development programs related to athlete development for the Fundamental thru the Train to Train stages of LTAD. To ensure the successful implementation of the CurlManitoba events.

### Core Responsibilities

Event Management	<ul style="list-style-type: none"><li>• Review and revise event hosting guidelines, contracts and manuals</li><li>• Ensure host contracts are adhered to</li><li>• Attend host committee meetings on an as needed basis</li><li>• Developing and producing event related publications, including but not limited to players guide, programs, event hosting manual, host contracts</li><li>• Implement a results information service for CurlManitoba events including website including ensuring host committee results posting system is properly communicated and implemented for all events</li><li>• Maintain an inventory of event related materials including but not limited to equipment, and signs,</li><li>• Looks after regional/qualifying events: including but not limited to downloading entries, waivers and coordinating with hosts</li><li>• Assist Host Committee's in planning and coordinating all aspects of CurlManitoba events</li></ul>
Athlete Development	<ul style="list-style-type: none"><li>• Organize, administer and implement skill development camps and training including but not limited to: Hit Draw Tap,</li><li>• Support Manitoba Games Program</li></ul>
General	<ul style="list-style-type: none"><li>• Coordinate projects, programs and initiatives designed to meet the goals and objectives of participation relative to CurlManitoba's strategic plan, and supervise others in a project-oriented environment as required.</li></ul>



	<ul style="list-style-type: none"><li>• Assist in the preparation and management of the Development and Event budget</li><li>• Assist in the development of event marketing materials including but not limited to event posters, ads etc</li><li>• Assist with development of reports and documents</li><li>• Act as on-site Media Relations Coordinator at Men's Provincial Championships</li><li>• Coordinate annual meetings of Rules and Competition committee</li><li>• Support CurlManitoba registration system and website</li><li>• Other duties as assigned</li></ul>
--	---

### Qualifications

- Ideally, 1 – 2 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 CurlManitoba 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.
- Demonstrated communication skills; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations.
- High level of integrity; earns others' trust and respect through consistent 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.
- This job does require some meetings and program/event attendance on evenings and weekends.
- Valid Manitoba Driver's License.

Qualified candidates are invited to submit their resume and cover letter including salary expectation to Craig Baker, Executive Director at [cbaker@curlmanitoba.org](mailto:cbaker@curlmanitoba.org) by the deadline of **Wednesday, July 10, 2024**.

Only candidates being considered for the position will be contacted.

Thank you.