



PROGRAM MANAGER

CANADIAN INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION (CIAAA)

The CIAAA is seeking a Program Manager. Located in Edmonton, and reporting to the National President and the Executive Director of the Alberta Schools' Athletic Association, and taking direction from the CIAAA Board of Directors, the Program Manager will be responsible for the CIAAA's day-to-day operations. Position involves travel throughout Canada and the United States.

The CIAAA is a nationally incorporated non-profit association providing professional development opportunities to school-based athletic administrators across Canada. The CIAAA promotes and develops administrative leaders, who in turn, nurture the coaches in their schools, and cultivate student-athletes into the leaders of tomorrow. The association's main deliverable is the Leadership Training Program (LTP): a series of fifteen four-hour sessions on a number of topics related to administering a school athletic program. These courses are offered both online and in person at various professional development days, conferences, etc. In addition, the association offers workshops, a conference, and other professional development events throughout the country.

KEY RESPONSIBILITIES

Association Management/Leadership

- Provide strategic leadership in keeping with the CIAAA's vision and mission
- Work collaboratively with Board and committee members to create, implement and evaluate a strategic plan
- Complete and submit all necessary paperwork to keep the CIAAA in good standing with Industry Canada as a national non-profit association
- Work collaboratively with provincial high school sport organizations to grow association offerings across the country

Fiscal Management

- Draft and manage the Association's annual budget (excluding salary and benefits)
- Pursue available local, provincial and national grant opportunities

Program Management

- Manage committees of 3-6 individuals responsible for new course developments for the association's Leadership Training Program
- Act as lead for all curriculum development, evaluation and review
- Develop and maintain relationships with universities to attain formal Masters level recognition for the association's programming

CIAAA Member Management

- Manage the CIAAA member database tracking course completions, certification levels, registrations, etc.
- Field member calls/inquires as the main point of contact for the CIAAA's phone line and email account

- Collect content and develop bi-monthly online newsletters for distribution to the CIAAA membership

Sponsorship Program Management

- Seek out new corporate partners and negotiate terms, benefits and activation strategies
- Liaise with current partners to ensure effective delivery of sponsor benefits

Event Management

- Hold the position of Conference Chair for Athletic Director conferences hosted across Canada. Lead and direct committee members and volunteers through the conference planning and hosting processes.
- Host professional development events throughout Canada for school athletic administrators
- Negotiate contracts with conference/event venues, hotels, and other event-related suppliers

Technological Responsibilities

- Update the association's website (www.ciaaa.ca)
- Manage the association's Twitter feed (@CanadianIAAA)

Other Responsibilities

- Manage all formal and informal relationships with the CIAAA's US counterpart, the National Interscholastic Athletic Administrators Association

QUALIFICATIONS

- A Bachelor's degree or Diploma in Sport or Recreation Administration or Management, Communications, Marketing Tourism Management or related field is required
- Ability to communicate and positively interact with a diversity of stakeholders
- Strong technological skills to manage website content, host online webinars, create online e-newsletter campaigns
- Strong ability to communicate both in writing and verbally, present concepts and ideas in front of a group and have an interpersonal communication style to influence, and develop mutually beneficial relationships and outcomes
- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Has own personal vehicle and the availability to work evenings and weekends, as required
- Knowledge of the Canadian school sport system an asset

SALARY RANGE

≈ \$50,000 p.a. and benefits package

HOW TO APPLY

Deadline for applications is Monday, May 29th, 2017. To apply, please submit a cover letter and resume to CIAAA Board Member John Paton john@asaa.ca (please note, applications will only be considered if they include a resume and a separate cover letter; an emailed note will not be considered as a cover letter)

We would like to thank all applicants for their interest. Only those candidates selected for an interview will be contacted.