



JOB POSTING

MANAGER, GAMES

Be a part of building and servicing a national brand. The Canadian Olympic Committee (COC) is a national, private, not-for-profit organization committed to high-performance sports excellence. We are the largest private supporter of high performance sport in Canada and we are responsible for all aspects of Canada's involvement in the Olympic Movement, including participation in the Olympic and Pan American Games.

The Canadian Olympic Committee (COC) is seeking a dynamic Manager, Games for its Sport function. Based in Montreal and reporting to the Director, Games, the incumbent will manage the implementation of specific Games programs that enhance the core operations of the Canadian Team at Olympic, Olympic Winter, and Pan American Games. These programs include ticketing, family & friends, Team outfitting, local volunteers, recognition and evaluation. The Manager, Games will also be responsible for the information management related to Games planning and deliverables.

Core Responsibilities and Priorities

Liaison

- Work with other COC sectors that may play a support role with the delivery of Games key activities.
- Work with the National Sport Federations, understanding their culture, challenges and opportunities.
- Work with COC suppliers that support delivery of Games objectives.
- Work with various OCOG departments to support planning and delivery of COC preparations and operations.

Planning/Evaluation

- Manage COC Organizing Committee questions document and site visit follow ups, including the sharing of information gathered to internal and external groups.
- Manage the Games Master Task List implementation and tracking.
- Assist with the audit of Games bids and create tracking list of bid commitments to NOCs.
- Lead NSF key dates, information management and deadline communications for NSFs to facilitate their planning.
- Manage Games budget tracking with the Director, Games.



Games Preparation

- Manage NSF and Team Ticketing Order process.
- Manage the COC Family & Friends program.
- Manage Site Visit planning and follow up communication process.
- Manage Team Emergency Preparedness and Response Program.
- Manage Local Volunteer program.
- Manage the delivery of an on-site Handbook for pre-Games visits and at-Games orientation.
- Oversee Team outfitting program planning
- Lead the planning for the COC's Olympic Village optimization program.
- Manage the Team insurance program.
- Manage the Team pin program.

Games Operations

- Support the Director, Games with Village Management (Sochi).
- Manage delivery of Family and Friends program.
- Oversee Local Volunteer program.
- Ensure set-up and testing of EPRP Operations Centre.
- Provide assistance to ED, Games and Director, games as required.

Human Resources

- Contribute to Mission Team Selection process for Games.

Qualifications and Critical Skills

- Bachelor's degree in sport administration, business, or related field preferred;
- Olympian; medalist preferred;
- 3+ years' experience in management role;
- Management skills, including strategic planning, project management, budgeting, problem solving;
- Effective public speaking;
- Strong communication skills (verbal and written);
- Strong English written and spoken required. Bilingualism (FR/EN) is an asset;
- Successful experience in working effectively with senior level management and a proven ability to provide guidance and direction to peers;
- Experience leading a team;
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- Experience developing and implementing policies and processes to facilitate improved planning on projects is preferred;
- Familiarity and proven ability to build/maintain relationships with athlete and sport community;
- Excellent understanding of Canadian and international sport landscape; and
- Demonstrated ability to build strong relationships/partnerships.

Compensation:

Competitive salary based on experience, excellent benefits package.

Contact:

Please send all cover letters and resumes by June 7, 2013 to applications@olympic.ca, citing the position title in the subject line. No telephone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.