

**OPPORTUNITY:**

Title: Coordinator, Operations
Reports to: RBCCO and CPWO, Tournament Directors

LENGTH OF EMPLOYMENT:

8 Month Contract (February to October)

HOURS OF WORK:

Golf Canada's regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week including a one-hour lunch. However, the demands of your position may require your hours of work to vary to meet the objectives of your employment. Due to the nature of this position, there may also be some travel required and the need to work some weekends.

APPLICATIONS:

Golf Canada - Human Resources
1333 Dorval Drive, Suite 1
Oakville, ON L6M 4X7
Email: resumes@golfcanada.ca
Visit: www.golfcanada.ca

PRIMARY DUTIES:

- Work with the Manager of Operations regarding the RBC Canadian Open and the Canadian Pacific Women's Open;
- Coordinate and procure supplies and equipment required for the Championships, as determined by the Manager, Operations;
- Assist with obtaining quotes, negotiating prices and arranging for delivery and dismantling of services;
- Ensure agreements/contracts/purchase-orders are in writing and signed-off by the appropriate member of management;
- Oversee parking plan for each Championship, which includes securing the land, procuring agreements, working with the parking committee, as well as security to ensure operations of all lots are seamless;
- Supervise workshop staff responsible for the physical set-up of equipment on-site as well as ensuring supplies are in place for the Championship Committees;
- Responsible for Championship's Signage Plan. Work with internal departments, sponsors and third-party signage vendors to determine project timelines, content, installation and removal.
- Assist with the management of signage budgets;
- Work with departments of Golf Canada with respect to their needs, with attention to product layouts, site maps, sponsor obligations, cost summaries and managing third party suppliers used by sponsors to fulfill activations;
- Pre-Championship site visits and meetings as required for operations planning, volunteer meetings, supplier meetings and orientations. Often these meetings are out of town and can be during evenings and weekends;
- Assist Tournament Director with budget planning, financial projections, summaries and management of expenses;
- On-site training of volunteers as required;
- Inventory Golf Canada owned equipment at the off-site warehouse as well as in-house Championship supplies;
- Work cooperatively with volunteer committees and service clubs hired to assist in the operation of various areas during the Championships, including parking, ecology, etc.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- 3-5 years of experience in event management;
- University/College degree or equivalent in sport management, business or related field;
- Valid G Driver's License;
- Proven ability to work within a team environment and self manage;
- Excellent interpersonal skills (with an ability to communicate with staff, volunteers, stakeholders, suppliers and the public in a pleasant and professional manner);
- Strong time management and organizational skills;
- Proficiency in Microsoft Office Suite and Adobe;
- Experience managing and maintaining websites is considered an asset.

One (1) position available. Golf Canada will interview up to five (5) candidates. Forward cover letter and resume, by e-mail or mail only, NO PHONE CALLS PLEASE to the above contact by 12:59pm, February 17th, 2019. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada has four core values "Respect, Responsiveness, Inclusion, Purposeful" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada recruitment, hiring and annual review process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.