



JOB DESCRIPTIONCompetition & Events Organizer

Description

Reporting to the President & CEO, the Competition & Events Organizer is responsible for the development, implementation and management of the Ontario Cycling (OC) competition and events strategy. The strategy will encompass all elements of the development and delivery of the annual competition and event calendar for all disciplines and all cycling events across Ontario. The responsibilities will include event sanctions, financial modelling, event development, logistics planning and support, and working in collaboration with the OC Team and event volunteers. The Competition & Event Lead is responsible for ensuring a best in class approach to the delivery of cycling events across the Province.

The position is based full-time at the Mattamy National Cycling Center Velodrome in Milton, Ontario.

Organizational Scope

Ontario Cycling (OC) is the recognized authority by Cycling Canada on all aspects of cycling in Ontario, including, Mountain Bike, Cyclocross, Gravel, Para-Cycling, Road, Track and BMX. All staff is employed by OC to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

OC receives financial contributions from the provincial government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. OC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

Core Responsibilities:

- Work within the OC's strategic plan under the direction of the President & CEO
- Contribute to the development of the annual operational plan in the areas related to their role
- Contribute to the development of policies relevant to competition and event operations within the role's portfolio
- Under the direction of the President & CEO, develop and manage the event department budget
- Identify, develop and manage risk management plans for the competitions and events within their portfolio

Specific Responsibilities:

- In partnership with the OC Events Team, develop an annual plan and annual events calendar.
- Work closely with the President & CEO & Business Manager to determine annual financial models and related budget lines for the competition & events annual budget
- Work closely with the OC Events Team to manage 3rd party relationships directly related to the execution of Ontario Cycling competitions and events.
- Develop and manage the event critical paths, run sheets and task lists for OC Competitions & Events.
- In partnership with the OC Events Team, coordinate and lead the OC competition & event sanctioning process for all events, including the tracking and collection of all relevant material.
- Develop and maintain competition & event hosting tools and resources for event organizers in their portfolio, including webinars, education and community outreach.
- Act as a resource for all competition & events in their portfolio for the OC Team
- Working with the Business Manager to print and distribute membership documents for participants in competitions & events
- Provide all content related to the competition & event portfolio to the Marketing & Communications Specialist within the communication schedule timelines for all website updates, news postings and social media.
- Provide the Marketing & Communications Specialist with pertinent information to ensure key announcements, deadlines, results, and any changes are communicated effectively and in a timely manner for all events within their portfolio
- Respond to online queries related to OC Competition & Events
- Coordinate use of a standardized event registration system for all competition & events
- Deliver an annual SWOT analysis for the OC Team on the competition & events portfolio, including surveys, data analytics, metrics, gap/risk analysis and suggested improvements within processes and policies, in order to continuously improve the quality of all OC competitions and events.
- Work with the Sport Performance Director to ensure alignment of competitive programming with high performance requirements.
- Manage the Event Participation Survey data and provide analytics and reports to the OC Team and competition & event organizers

Other duties as assigned

Qualifications & Critical Skills

- University or college degree in Sport Management, Event Management, Recreation Management, or equivalent experience
- At least 3 years experience working in an amateur sport organization, and preference given to those demonstrating experience working in competitions and events (e.g. scheduling, logistics planning, database management, etc.)

- Proven leadership and people management experience within a volunteer environment
- Strong leadership, organizational, administrative and communication skills
- Exceptional planning, analytical and reporting skills
- Self-directed and results oriented with the ability to multi-task and problem solve
- Experience working in Cycling or wider Sport industry an asset
- Demonstrated ability managing project-based budgets
- Strategic and proactive planner with the ability to manage multiple portfolios simultaneously
- Ability to work both individually and as a strong team player
- Strong customer service skills
- Proficient computer skills using both Mac and PC, MS Office, MS Teams and SmartSheet
- G-class driver's license, or equivalent
- Current, clear criminal record check for the vulnerable sector required

Due to the nature of the role, there will be times that work will need to be scheduled outside regular business hours, including evenings and weekends, and the ability to carry a flexible schedule is required.

Salary will be commensurate with experience and will include enrolment in the company benefits program.

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to time.