



Job Description

Position Title:	Special Events & Project Coordinator
Location:	Based in Winnipeg, Manitoba
Supervisor:	Executive Director, Volleyball Manitoba
Position Type:	18month term position

Winnipeg and Manitoba have a proud history of supporting the sport of volleyball, including Canada's national volleyball teams. Winnipeg is currently the host city of the Team Canada Women's Volleyball Centre, the training and administrative centre for the national women's volleyball team.

Volleyball Manitoba (VM) is the governing organization for the sport of volleyball in the province of Manitoba. Our mission is to promote and facilitate the growth and excellence of volleyball in Manitoba.

Job Summary:

In partnership with Volleyball Canada, we are looking for a dynamic individual with strong communication and interpersonal skills, with a positive attitude and outgoing personality, to generate resources that will assist the Winnipeg based national women's volleyball team in achieving their on-court performance goals. The Special Events & Project Coordinator will also support the organization and delivery of various VM programs and events.

Primary Responsibilities:

- **Volleyball Canada Auction:**
 - Sponsor and donor procurement (Winnipeg & other national team centres), promotions, website preparation, on-site volunteer coordination, budget management, sponsor/donor servicing, strategic planning, operationally delivery of the auction.
- **Super-Spike Event:**
 - Liaison and support to Super-Spike Manager, committee communication, venue operations and event logistics, registration process.
- **Volleyball Manitoba Program Support:**
 - Assist and support the organization and delivery of Volleyball Manitoba programs including Provincial Championships (Indoor & Beach), 14U Western Canadian Championships, NCCP Workshops & Coaching Seminars, VCCE, and Coach / Referee screening program.

Qualifications / Expertise:

- University or College degree, preferably in Recreation Management, Sport Administration, Program Management or equivalent.
- Fundraising and revenue generation experience.
- Experience with local, provincial or national sport organizations, with demonstrated experience in event or program management and delivery.
- Knowledge and experience with website management.
- Other assets include working knowledge of the sport of volleyball, experience with not-for-profit organizations and volunteer committees, and bilingualism - french and english (spoken and written).
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines. Proven ability to work within a team environment.

Application Deadline: Wednesday, November 25, 2015
Start Date: Monday, December 14, 2015 (Negotiable depending upon current work situation)

To apply please forward resume, cover letter including three references and salary expectations by email to:
volleyball.ed@sportmanitoba.ca

We thank all applicants, however only those candidates selected for an interview will be contacted.