



Manager of Athlete Services

About Us

Halifax (K'jipuktuk) is hosting the 2023 North American Indigenous Games (NAIG) in July 2023, which was postponed for 2020. NAIG 2023 will welcome approximately 5,000 indigenous participants from across Turtle Island (North America) to participate in the largest multi-sport gathering in Atlantic Canada of Indigenous people since contact. The NAIG 2023 will feature 17 sports, 7 days of cultural celebration and about 3,000 volunteers from July 15 to 23, 2023 in a celebration of indigenous sport and culture. NAIG 2023 is organized and executed by the NAIG 2023 Host Society, who is a not-for-profit organization and the employer of this opportunity. For more information on the host society please go to www.naig2023.com

Our Opportunity

The Athlete Services Manager, reporting to the Executive Director of Games Delivery, is responsible for coordinating and delivering on many key areas that contribute to the athlete experience outside of sport, including accommodation, food service, medical, security etc. The Athlete Services Manager role is to provide the overall integration activities across all stakeholders, and functional area groups.

- Ensure that while on site the various departmental disciplines that are present can function and that all activities are conducted safely and effectively.
- Coordination of all medical services across the game's venues, including liaising with Public Health and the Medical Services Committee. This includes the operation of a polyclinic for the Games and purchasing of medical supplies.
- Directly responsible for security across all venues across the Games. This includes the security of assets and most particularly the security of the Athletes.
- Develop and manage the contracts with accommodation providers (universities and hotels) and others including ensuring payments and deliverables are met/provided with owner/operates
- Responsible for the overall food services delivery coordination. This involves providing food services to venues which includes coordinate delivery, storage, food security, etc.
- Development of a booking policy and procedure for Honoured Guest attending the games
- Work with the Sport/Venue team and the PSO to ensure all technology requirements are in place for all sports.
- Responsibility for the operations and link to the Games operation centre
- Managing a wide range of staff including volunteers

Qualifications

- Proven working experience as a senior administrator with preferable experience with multisport events.

- 5 plus years of progressive management experience managing diverse and challenging projects, in a fast paced and multifaceted environment.
- Have led or played a senior role in the planning and executing of a major project requiring elements of the elements of this scope.
- Experience in contract management

Technical/Job Specific

- Must be able to work independently.
- Position requires a full commitment to the project as extensive and intense work will be required to deliver this scope.
- Solid communication skills, both written and verbal, and proficient in Microsoft Office.
- Strong interpersonal skills, creative thinking and the ability to work in a team environment.
- Organizational skills and time management abilities are essential.
- Able to take initiative and establish priorities, attention to detail and complete task assignments in a timely and accurate manner.
- Able to exercise discretion, good judgement, and solid decision-making. Must have the ability to adhere to strict confidentiality.
- Experience training, supervising and leading staff, volunteers and ensuring that their work is completed in a timely and accurate manner.

Working Conditions

- Flexibility in hours as the incumbent will be expected to work some evenings and weekends.
- Own transportation required, including a valid Class 5 license.
- Criminal record checks must be provided (vulnerable sector) prior to the commencement of the contract.
- Office will be in HRM and on indigenous lands.

Competencies

Analytical Thinking, Decision Making, Networking/Relationship Building, Managing Change, Values & Ethics, Valuing Diversity, Teamwork & Cooperation, and Organization and Planning.

Work Status:

Temporary full-time contract up to August 2023.

Hours of Work:

35 hours a week and must be willing to work a flexible work schedule.

Salary:

\$65,000 - \$80,000 per annum.

Closing Date:

Applications will be Friday Oct 29th, 2021 at midnight

Expected Start Date

January 4, 2022

Please submit your cover letter and resume to careers@naig2023.com or apply through: shorturl.at/epG89

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

Candidates are encouraged to self-identify in this recruitment process under any of the employment equity groups. Preference will be given to applications from qualified Indigenous/Aboriginal persons.