



## Manager, Athlete Services

### About Us

Halifax (Kjipuktuk) is hosting the 2023 North American Indigenous Games (NAIG 2023) July 15 to 23, 2023, we will welcome approximately 5,000 Indigenous participants and 3000+ volunteers from across Turtle Island (North America) to participate in the largest multi-sport gathering in Atlantic Canada of Indigenous people since contact. 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 go to [www.naig2023.com](http://www.naig2023.com)

### Our Opportunity

The Manager of Athlete Services reports directly to the Director of Sport and Venue and is responsible to manage and deliver the key functions that contribute to the Games experience outside of sport (accommodations, food service, medical, security, etc.) This role will ensure the overall integration of activities across all Functional Areas (FAs).

### Role and Responsibilities:

- Ensure that the various departmental disciplines are present, functional and can take place safely & effectively.
- Manage the delivery of all medical services Games-wide. Including, but not limited to liaising with Public Health, the Medical Services Committee and the operation
- Directly responsible for managing the security program across all Games venues. Including, but not limited to, asset control, Athlete security & liaising with security companies/organizations
- Manage and negotiate contracts with accommodation providers, including ensuring payment/deliverable schedules are met.
- Maintaining a close working relationship with accommodation providers
- Managing the overall food service delivery coordination; providing food service to venues, delivery storage and food security.
- Develop a booking policy and procedure for Honoured Guests attending the Games
- Manage the Department budget, staff and overall deliverable schedule of the Athlete Services
- Other duties as reasonably required. Due to the nature of our organization, and especially during the time leading up to, and during the actual Games, all staff will be required to act in capacities beyond their formal job description

### Qualifications

- Proven working experience as a senior administrator; experience working with a multi-sport event considered an asset
- 5+ years of progressive management experience managing contracts, diverse and challenging projects, in a fast paced and multifaceted environment
- Experience working with Mi'kmaq/Indigenous communities and organizations; considered an asset

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**2023 JEUX  
AUTOCHTONES**  
de l'Amérique du nord  
HALIFAX · NOUVELLE ÉCOSSE



North American  
**INDIGENOUS  
GAMES 2023**  
HALIFAX · NOVA SCOTIA

- French Language Skills are considered an asset

Working Conditions

- **Anticipated start date:** June 6, 2022
- Flexibility in hours, as there will be expectation for some evenings and weekends required
- Own reliable transportation required, including a valid Class 5 license
- Satisfactory criminal record check and Child Abuse Registry Check must be provided prior to the commencement of the contract

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 received up to midnight on **Friday May 13, 2022**

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.

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 recruitment process.

To apply or any questions regarding this position can be directed to:  
[careers@naig2023.com](mailto:careers@naig2023.com)

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