

## **High Performance/Membership Services Coordinator**

The Canadian Fencing Federation (CFF) is looking for a motivated and energetic person to fill the new position of High Performance/Membership Services Coordinator. This will be a part-time remote position of approximately 2.5 days per week to start, with flexible working hours.

Reporting to the Executive Director, the HP/Membership Services Coordinator will support day to day operations of the CFF. The ideal candidate will have strong knowledge of the sport of fencing as well as previous administrative experience working within a sports organization, particularly with coaches and athletes. They will also be familiar working with online membership systems and website content management systems. Functional ability in both official languages is also required.

### **Responsibilities**

#### **General Administration:**

Provide general administrative support related to the CFF High Performance Program (HPP) as follows:

- Set up/maintain event registrations (international competitions, HP training camps, etc.), through the CFF membership system
- Maintain and update HPP athlete database
- Maintain HPP selection rankings on website
- Maintain HPP competition results database
- Coordinate the timely publication and distribution of HP program documents and information
- Coordinate national team clothing orders and distribution
- Coordinate ordering/distribution of national team equipment sponsorship
- Purchase FIE and EFC licenses on a weekly basis
- Register/withdraw athletes for FIE and EFC competitions ensuring that deadlines are met

Provide general administrative support related to membership services as follows:

- Work with the provinces to set up/maintain membership requirements through the CFF membership system
- Respond to enquiries regarding membership/registration issues
- Maintain the CFF domestic ranking database
- Set up/maintain national competition registrations through the CFF membership system

#### **Communication:**

Ensure timely communication with the CFF community as follows:

- Update CFF website with pertinent information pertaining to the HPP and CFF in general
- Ensure national team athletes receive all communication regarding national team policies, projects, AAP, etc., in a timely manner

**Travel Support:**

- Arrange all aspects of national team projects including coach / OTP-funded athlete travel, accommodations, and other logistics as required
- Coordinate travel and logistics for officials in support of HP international projects and CFF national competitions

The Canadian Fencing Federation is committed to upholding the values of equity, diversity, and inclusion in our work environment. We actively encourage applications from persons who identify as women, Indigenous peoples, persons with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

To apply, send resumé and covering letter to [ed@fencing.ca](mailto:ed@fencing.ca) by no later than October 17, 2021.

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