Safe Sport & Events Coordinator — Contract Position

The Canadian Fencing Federation (CFF) is seeking a part-time independent contractor to support Safe Sport administration, national competitions and CFF development committees. Reporting to the Executive Director, this role directly supports a safe, well-run competitive experience for athletes, coaches, officials and spectators across Canada. This is a temporary, part-time contract position, generally expected to require approximately 30 hours per week. The contract runs until March 31, 2027, with the possibility of continuation contingent on appropriate funding. Work can be performed remotely, with some travel for events or meetings, including some weekends during national competitions.

Compensation: $3,000 per month, invoiced as an independent contractor. Reimbursement of travel expenses and per diem for attending events will be provided as approved by the Executive Director.

Start date: As soon as possible, following completion of screening requirements

Key Priorities by March 31, 2027

While the role covers a range of responsibilities, success in this contract will be measured by these three outcomes:

1. Safe Sport compliance verification is in place for all national competitions.
2. National competitions are supported from planning through delivery.
3. A competition safeguarding training program is designed and implemented.

Responsibilities

- Verify and track completion of required Safe Sport screening and training for coaches and officials at national competitions, High Performance Program athletes and coaches, staff, and board members. This role verifies compliance only; complaints are handled through the CFF's safe sport processes.
- Design and implement a CFF competition safeguarding training program.
- Support national competition planning and delivery, including host bids, venues, hotels catering, and equipment coordination.
- Create and monitor online competition registration; communicate with the CFF Competitions Committee, participants and host clubs; and coordinate coach accreditations.
- In conjunction with the Competitions Committee and Officials Committee, research and suggest options for improving the participant experience at national events.
- Maintain and publish an annual calendar of national, provincial/territorial and club competitions.
- Maintain and update the CFF Rankings Application, upload results of CFF competitions, and assist P/TSOs with results uploading.

- Provide administrative support to the coaching development and officials development committees.
- Update the CFF website as required.
- Work with other CFF staff to prepare the membership system for each season.
- Assist with funding applications.
- Respond to general email enquiries in a timely manner.
- Perform related duties as agreed with the Executive Director.

Requirements

- Knowledge of the sport of fencing, including competition requirements and the CFF's national competition system.
- Ability to communicate effectively, verbally and in writing, in one of Canada's official languages, with a functional knowledge of the other.
- Strong organizational skills, attention to detail and the ability to work with multiple stakeholders.
- Sound judgment and discretion in handling confidential information.
- Disclosure of any current club, coaching or officiating roles that may present a conflict of interest.
- Must complete Safe Sport training and provide a valid background check before starting.

Assets: experience in sport administration, Safe Sport processes, event coordination, the CFF membership system (2Mev/Uplifter), and WordPress.

To apply: Send a cover letter and résumé to David Howes, Executive Director, at ed@fencing.ca by November 20, 2026. Interviews are expected to take place the week of November 24, 2026. Only shortlisted candidates will be contacted.

The CFF is committed to an inclusive, equitable and accessible workplace and welcomes applications from all qualified candidates. Accommodations are available on request throughout the selection process.

Funding for this position is made possible through the support of Canadian Heritage and Sport Canada.