



Employment Opportunity – Program Coordinator

Triathlon Manitoba, represented by its Board of Directors and employees, is seeking a dynamic and enthusiastic individual to fill the position of Program Coordinator.

The Program Coordinator position requires the person to fulfill the following roles and responsibilities:

- Assist the Executive Director in managing the day to day operations
- Plan and coordinate regular communication with members, volunteers and the general public
- Maintain the Triathlon Manitoba membership database
- Maintain the current Triathlon Manitoba website, and maintain social media accounts
- Assist in the planning and implementation of the Manitoba Kids of Steel® Race Series
- Provide administrative support to Triathlon Manitoba planning committees as assigned by the Executive Director and Board of Directors
- Attend and participate in committee meetings

The successful candidate should have the following qualifications:

- Familiar with the sport of triathlon
- Ability to communicate effectively both written and orally
- Knowledge of administrative practices
- A degree in Recreation Management, or the equivalent experience, would be considered an asset but not mandatory

The Program Coordinator position is an average twenty (20) hour per week position. Candidates should be aware that the number of hours required per week increases during peak season (April to September) as attendance at events will be required. Extra hours worked during peak season will be used to offset hours for time off during off-peak season (October to March). The candidate is expected to be available evenings and weekends as required.

Resume and Cover Letter can be submitted in confidence to Darren Hemeryck, Executive Director, at darren.hemeryck@triathlon.mb.ca by Friday February 10, 2012 at 4pm. Applications may also be sent via mail to:

Triathlon Manitoba
328 – 145 Pacific Ave
Winnipeg MB R3B 2Z6

Late applications will not be accepted. All applications will be acknowledged as they are received, but only those selected for an interview will be contacted.

Thank you in advance for your application.
Triathlon Manitoba