



## RUGBY CANADA JOB DESCRIPTION

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**Title: Research & Planning Coordinator**

**Type of Position:** Full Time Employee, non-management

**Location:** National Capital Region or Victoria, BC

**Department:** Finance and Administration

**Reporting to:** CEO

**Work Site:** This position can work remotely

**Travel:** approximately 10%

**Rugby Canada** is the national sport organization for rugby union committed to delivering life-long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country.

### POSITION DESCRIPTION

This position works directly with the CEO of Rugby Canada, performing the duties of an Executive Assistant, as well as assisting with planning and executing organizational strategy. This position is remote with some travel required. Due to National operations across time zones, some work may occur outside local standard business hours.

### RESPONSIBILITIES

- Manage and maintain executive schedules
- Project planning, especially tournaments and tours
- Planning and delivery of smaller scale events: AGM, Board Meetings, Senior Leadership/Planning meetings
- Attend meetings to record then distribute minutes
- Conduct research, compile data, prepare papers for consideration and presentation by Executives, Committees and Boards
- With the support of the Travel Coordinator, book Executive travel
- Prepare documents and presentations with Microsoft Office Suite (Word, Excel, Powerpoint)
- Open, sort, and distribute incoming correspondence
- Read and analyze memos and reports to determine significance and distribution plans
- Meet with individuals on behalf of Executives, the Board, or other Committees
- Other duties may be assigned as required

### REQUIRED SKILLS & QUALIFICATIONS

- Two years of experience in a research or planning role

#### RUGBY CANADA

Toronto Office / Bureau de Toronto  
30 Rue East Beaver Creek Road, Suite 110  
Richmond Hill, ON CANADA L4B1J2  
Tel / Tél: 905 707 8998  
Fax / Téléc: 905 707 9707

Victoria Office / Bureau de Victoria  
3024 Rue Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250 418 8998  
Fax / Téléc : 250 386 3810

rugby.ca  
info@rugby.ca





- Bachelor's degree from a recognized institution preferred – a degree in Business Administration or a related field considered an asset
- Demonstrated organization and high-level planning skills
- Demonstrated understanding of confidentiality and trust in strategic planning
- Demonstrated ability to structure large ideas to be easily communicated, e.g. distill the World Rugby Calendar to a one-page document
- Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)
- Bilingual in English and French considered an asset
- Must be legally entitled to work in Canada

#### PERSONAL ATTRIBUTE QUALIFICATIONS

- *Results-oriented, able to set priorities and deliver consistently to a high professional standard*
- *Strong relationship building and communication*
- *Exceptional Planning Skills. Able to develop and communicate detailed plans. Proficient in using excel or other software tools to develop project plans.*
- *Proficient at story telling using Powerpoint and other software tools*
- *A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization*
- *Excellent decision making/problem solving skills*
- *Strong organizational skills, time management and attention to detail*
- *Exceptional verbal and written communications and presentation skills*
- *Ability to learn quickly and adapt new skills*
- *Ability to thrive in a fast-paced and ever-changing work environment*

Please address your cover letter to: Nathan Bombrys, CEO

Send your cover letter and resume to: [jobs@rugby.ca](mailto:jobs@rugby.ca)

Please include "research and planning coordinator" in the subject line

Only those selected for an interview will be contacted.

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