



RUGBY CANADA JOB DESCRIPTION

Title: Training and Education Coordinator

Type of Position: Full-Time Employee

Location: Remote

Department: Rugby Development

Reporting to: Manager of Training and Education

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.

Canada Sevens, a division of Rugby Canada, is responsible for the planning and execution of the HSBC Canada Sevens and HSBC Canada Women's Sevens events.

Rugby Canada is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage applications from women, Indigenous peoples, persons with a disability or members of a visible minority group and regardless of sexual identity, gender identification or gender expression.

POSITION DESCRIPTION

The Training and Education Coordinator's primary role will be the coordination and subsequent management of a new Training and Education digital platform. Reporting to the Manager of Training and Education, the Training and Education Coordinator also be responsible for supporting the creation of new professional development resources to support the community.

RESPONSIBILITIES

- Coordinate Request for Proposal process for new digital platform
- Coordinate build of platform with selected contractor
- Assemble existing resources for coaches, match officials and club administrators
- Assist in the creation of new professional development resources for coaches and match officials
- Coordinate with external stakeholders to build data connections between platforms
- Monitor the day to day functionality of the platform, including but not limited to, reporting errors and responding to questions from the community
- Other duties may be assigned as required

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver
Suite 450 - 375 Water Street
Vancouver, BC CANADA V6B 5C6
Tel / Tél: 778-379-5770

rugby.ca
contact@rugby.ca





REQUIRED SKILLS & QUALIFICATIONS

- *College diploma in information technology or relevant experience considered an asset*
- *Experience working in analytics and troubleshooting considered an asset*
- Safe Sport Training or equivalent
- Experience working in content management systems or learning management systems
- Experience in the sport of rugby
- Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)
- Bilingual in English and French
- Must be legally entitled to work in Canada when applying and indicate this in cover letter

PERSONAL ATTRIBUTE QUALIFICATIONS

- *Results-oriented, able to set priorities and deliver consistently to a high professional standard*
- *Exceptional inter-personal relationship skills*
- *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 skills*
- *Ability to learn quickly and adapt new skills*
- *Ability to thrive in a fast-paced and ever-changing work environment*

Closing date is: May 27th, 2022

Please forward your cover letter and resume to:
Jackie Tittley, Training and Education Manager

Email: jobs@rugby.ca

Only those selected for an interview will be contacted.

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