



Title: Training and Education Coordinator

Positions Available:

- **Full-Time (1-Year Contract)** – Temporary maternity leave cover
- **Part-Time (16 hours/week, Contract until December 31, 2025)**
Please specify in your application which position you are applying for.

Location: Remote

Department: Rugby Development

Reports to: Manager, Training and Education

Compensation:

- **Full-Time:** \$50,000 annual salary
- **Part-Time:** Pro-rated based on hours worked

Our purpose at Rugby Canada is to inspire the nation on the global stage, and to lead, govern and support the game of rugby across Canada, to ensure Rugby Canada is recognized and respected worldwide as a top 12 rugby nation on and off the field. Our values are our Canadian Rugby DNA, and show the world what we stand for; Courage, Unity, Fun, Respect and Integrity are the core beliefs on which we will build the next chapter of Rugby Canada's future.

POSITION DESCRIPTION

The Training and Education Coordinator's primary role will be the administration and management of the Learning Management System. Led by the Manager, Training and Education, the Coordinator will also be responsible for equipping the T&E Workforce by providing logistical and organizational support.

KEY PROJECTS

- Support the rollout of Rugby Canada's new National Growth Plan
- Act as a key contact for Provinces and staff regarding Education Workforce and Coach education delivery and contribute to annual program planning
- Coordination of Rugby Canada accreditation programs for the Education Workforce and coaches
 - Aid in the development and execution of a robust plan to Quality Assure the current Education Workforce, identify gaps, and plan necessary training.
 - Aid in the development and execution of a robust plan to support Provinces in signing off certifications for coaches
- Lead the coordination of the annual Women in Leadership program

RESPONSIBILITIES

- Support the organization and distribution of existing resources for coaches, match officials, and club administrators.

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 110 – 375 Water Street
Vancouver, BC CANADA V6B 5C6
Tel / Tél: 778-379-5770

rugby.ca
contact@rugby.ca





- Assist in the development of new professional development resources in collaboration with the Manager, Training and Education.
- Liaise with external stakeholders to help maintain data connections between online learning platforms.
- Monitor the day-to-day functionality of online learning platforms and report any issues as needed.
- Provide frontline support to the community, Provinces, and Workforce by troubleshooting and responding to queries related to online learning platforms.
- Coordinate the administration of accreditation programs within the online learning platforms.
- Work alongside the Manager, Training and Education, and Provinces to help equip the Training & Education workforce by assisting with resource allocation, development, and assessment.
- Support the administration of accreditation courses, development modules, and online Professional Development sessions through the LMS platform.
- Assist in the planning and coordination of Professional Development opportunities at Legacy Events across Canada.
- Be available to travel as required for select conferences, Provincial travel, and major events.
- Perform other administrative and coordination tasks as assigned.

SKILL & KNOWLEDGE QUALIFICATIONS

- College diploma in administration or relevant experience considered an asset
- Experience working in content management systems or learning management systems considered an asset
- NCCP or World Rugby training considered an asset
- Experience in the sport of rugby – coach and/or match official experience an asset
- Safe Sport Training or equivalent
- 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
- Exceptional verbal and written communication/presentation skills

Rugby Canada is an equal opportunity employer, and we welcome and encourage applications from people with disabilities. Accommodation is available upon request for candidates taking part in all aspects of the selection process. Please inform us within your application if you require any accommodation, and every effort will be made to meet your needs.

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Don't have everything listed above? If you have some of these qualities and believe this is the position that will make you excited to come into work, then we want to hear from you!

How to Apply:

Interested candidates are invited to submit a resumé and cover letter to jobs@rugby.ca. Only those candidates selected for an interview will be contacted. The deadline for applications to be received is 11:00pm PT on Monday April 21st, 2025

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