



## Sport Dispute Resolution Centre of Canada

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**Application Deadline:** 4 p.m. (EDT) on April 19, 2024

**Starting Date:** As soon as possible

**Position:** Education and Policy Support Coordinator

The Sport Dispute Resolution Centre of Canada (the Centre) was established on April 1, 2004 under the Physical Activity and Sport Act (S.C. 2003, c. 2) to ensure the fair, equitable, transparent and timely resolution of disputes in Canadian sport, including such disputes as team selection and carding of amateur athletes. Effective June 1, 2004, the Centre became responsible for the adjudication of domestic doping cases in Canada. On January 1, 2021, the Centre created the Safeguarding Tribunal, a new division specialized in hearing disputes pertaining to allegations of harassment and abuse. On July 6, 2021, following a public call for applications, the Government of Canada designated the Centre to deliver the independent safe sport mechanism at the national level. On June 20, 2022, Abuse-Free Sport launched its first phase of operations, offering a range of products and services to support education, prevention and complaint management against maltreatment in sport.

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### Education and Policy Support Coordinator

The Centre is looking to hire a permanent and full-time coordinator to carry out its prevention, education and awareness plan, particularly with regard to the implementation of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport. The Centre's office is currently located at 6400 Auteuil in Brossard (Quebec), and the successful candidate will be expected to work primarily remotely and, from time-to-time, in a shared office environment.

**Responsibilities:** The Education and Policy Support Coordinator will be responsible for safe sport education and prevention activities, including the delivery of initiatives for awareness and prevention of maltreatment in sport, the management of the Abuse-Free Sport Education Accreditation Program, as well as support to sport organizations in policy-making and capacity-building for safe sport. Other duties consist in supporting the Resource Centre Manager in the development of partnerships within the sport, academic and ADR communities, in order to increase the reach and impact of the Centre's resources, programs and initiatives.

**Qualifications:** This position will require high level of versatility and interpersonal skills. The candidate will have strong organizational and oral communication skills, and be comfortable working in a busy environment. The candidate will have successfully completed training in sport management, law or alternative dispute resolution, with relevant experience in policy development and compliance. The candidate must be familiar with the Windows environment and be literate in Word, Excel, Access, PowerPoint, Publisher, Outlook and web browsers. The candidate must be fluent in French and English, possess superior written skills in both languages, and be outgoing and friendly. The candidate must be available for frequent domestic travel and for occasional evening and weekend work. Familiarity with the Canadian amateur sport system or relevant sport experience would be an asset, as would public speaking experience.

The Centre is committed to building a skilled, diverse workforce reflective of Canadian society. Thus, it promotes employment equity and encourages candidates to indicate voluntarily on their application their gender identity or expression, if they are Indigenous, a member of a visible minority group or a person with a disability.

The Centre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise us of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

If you meet the above qualifications, please forward your resume, in confidence, to the contact information below. **The Centre will only contact the shortlisted candidates. No telephone inquiries please.**

**Salary:** Commensurate with qualifications and experience.

**To apply:** Please send a cover letter and a curriculum vitae to [applications@crdsc-sdrcc.ca](mailto:applications@crdsc-sdrcc.ca) (please specify in the subject line the position for which you are applying).