

Manager, Education & Programming

ORGANIZATION NAME: [Canada's Sports Hall of Fame](#)

JOB LOCATION: Calgary, AB – Work will be performed onsite; this is **not** a remote position.

SALARY: Commensurate with Experience & Benefit Plan after 3 Month Probation (employer pays 50% of fee)

HOURS OF WORK: Monday – Friday, 8:30 am – 5:00 pm; 40 hours/week

Note: Flexibility required to work some weekends and/or evenings for special events and to meet deadlines – some travel may be required.

TERM: Permanent (anticipated start date is early July 2023)

*Canada's Sports Hall of Fame has transitioned from a physical museum to a **digital one** with a focus of curating experiences, content and stories that are reaching far beyond our walls and providing us with the opportunity to reach millions across this nation. Click here to [read more](#).*

OUR IDEAL CANDIDATE

Are you looking for a career that will allow you to combine your administrative expertise and proven leadership skills? If you feel you can deliver success by implementing strategies and translating objectives into positive outcomes with a small, but mighty team – we want to hear from you.

Our ideal candidate will be an experienced, mentor-driven manager who demonstrates trust, empathy, curiosity, and motivates staff with a “hold the team **capable**” approach. They will have excellent people skills and an upbeat, outgoing, and enthusiastic attitude. As this role will support the Director, Education & Programming in meeting Education stewardship objectives and aggressive growth targets, the candidate will need to be a strategic and lateral thinker who is ideally well-connected within the education sphere and takes the initiative to stay abreast of current education trends and needs. To be successful, the candidate must demonstrate advanced project management skills: exceptional attention to detail, follow-through, and accountability. They will also need to possess excellent written and verbal communications skills with advanced copy editing abilities and good public speaking skills.

RESPONSIBILITIES –

Reporting to the Director, Education & Programming, this role will help support and execute the Education and Outreach strategies in retaining existing Education stakeholders and identifying and acquiring new engagement and strategic partnerships. They will play a key role in advancing awareness and use of [CSHoF's Beyond the Win Education Programs](#) and executing/meeting Education stewardship objectives and aggressive growth targets. They will stay abreast of current education trends, and help manage and contribute to the ongoing development, facilitation, evaluation and expansion of Canada's Sports Hall of Fame's (CSHoF) Beyond the Win Education Programs – ensuring existing and new programming meets the needs and expectations of key education stakeholders, and to increase these stakeholders' awareness and use of CSHoF's full menu of Education properties. They will supervise the Education Team, and help facilitate programming and events, both virtually and in-person.

TASKS –

STAKEHOLDER RELATIONS & STRATEGIC OUTREACH

- Support the Director, Education & Programming with any education-related project or task, especially time sensitive materials required for outreach and the endowment, such as research/presentation preparation for stakeholder meetings, potential/existing funders, and/or reporting to Board of Governors.
- Help research and identify new programming opportunities to reach new markets, demographics, and expansion.

- Stay abreast of current education needs, curricula, trends, best practices, and top sources of lesson planning and programming (i.e., apps, blogs, websites) on a national scale, including competitors with similar programming, within the scope of virtual, Indigenous Education, mental health, diversity, equity, and inclusion, and any other applicable spheres.
- Work with the Director to review Education program objectives, overall direction, and priorities to meet aggressive growth targets for participation, specifically impact measured by youth worked with and regional reach – for asynchronous, live, and in-person programming / education events.
- Manage, in partnership with the Marketing Department, all aspects of exhibitor booths at teachers' conventions.
- Assist with the preparation of, and presentation at, PD days and/or other speaking opportunities.
- Attend conferences and meetings, as requested.

ADMINISTRATION

- Execute the outreach strategy's tasks, and manage databases, with a high degree of efficiency/accuracy.
- Help book, schedule, plan and organize Education programs and events; liaise via email, in-person, and phone with Education stakeholders with the upmost professionalism/accuracy and customer service.
- Produce accurate metrics and analyze data without bias to evaluate impact and outreach objectives.
- Help write grants, such as Young Canada Works, and a variety of reports to various stakeholders.
- Update and create new Education policy and procedure documents, as requested.
- Edit all written work of Education staff, ensuring professional and consistent formatting, incorporation of brand standards, structure, flow, and grammar/spelling in preparation for final approval to the Director.

PROGRAMMING & MANAGEMENT

- Help hire, train, and supervise/mentor staff and volunteers related to the Education Department: Manage/train summer staff, interns, and volunteers; help supervise/train FTEs.
- Provide constructive feedback to the Education Team on their program deliveries and written deliverables.
- Learn and facilitate (in a back-up capacity) the existing menu of live Artefact Talks programs, regularly facilitate the Hall of Famers on Tour program, and deliver future programs as they are developed. Demonstrate proper care and handling of artefacts at all times. Programs are subject to change.
- Oversee the development/updating of general, national learning outcomes for all Education assets.
- Demonstrate emotional intelligence and contribute to a good work culture.
- Stay informed on best practices as they relate to Truth & Reconciliation, the Truth and Reconciliation Commission of Canada's Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and strive to be a good ally and develop cultural agility.
- Assist with all major events, including, but not limited to, National Indigenous Peoples Day, Order of Sport Awards, teachers' conventions.
- Other duties, as assigned.

QUALIFICATIONS –

- Post-secondary education in a discipline pertinent to the job function (e.g., Business Administration or Management, Strategic Management and Organization, Education, Arts Administration, or a related field).
- Completed coaching, mentorship, or leadership courses, or equivalent, are an asset.

EXPERIENCE

- **Two or more years of consecutive, full-time experience managing full-time employees** (including hiring and training staff, conducting performance reviews, creating work plans with long term planning objectives).
- **At least one year of experience in executing bookings/meetings or event planning.**
- **Minimum one year of experience in executing strategic priorities** with high efficiency, accuracy, and accountability.
- Experience helping execute outreach strategies, tasks and deliverables.
- Experience in compiling statistics/metrics/KPIs and analyzing/summarizing results.
- Experience managing projects from start to finish, demonstrating follow-through and accountability.

- Experience with public speaking (ideally, to both youth and professional stakeholders).
- Experience writing reports for high-level stakeholders, such as funders and Board of Governors.
- Ability to work with Canva and the full Microsoft Suite with intermediate Excel and Outlook skills.
- Education assets, include: Experience developing program scripts, lesson plans, teacher guides, working with curricula, fondness of working with youth, and a wide-reaching educator network.
- Other assets, include: experience working with Indigenous Peoples, using customer relationship management software (CRMs), grant writing, and handling artefacts.

SKILLS

- Strong work ethic with the ability to produce a great deal of professional material at a rapid pace.
- Demonstrated leadership, accountability, initiative and follow-through.
- Ability to work effectively under tight deadlines and changing priorities, and manage projects / complete tasks independently without errors and frequent reminders.
- Excellent problem solving, project management, and time management skills.
- Strategic thinker with the ability to see the long term impact and/or rippling effect of actions and/or where action is required across documents/projects to implement requested changes.
- Excellent written and verbal communications skills with advanced copy editing abilities and good public speaking skills.
- Strong existing education network or well-connected within the education sphere.
- Excellent people skills and an upbeat, outgoing, and enthusiastic attitude.
- Ability to manage and motivate staff with a curious mindset, empathy, trust, and hold the team capable.
- Ability to promote and foster teamwork, and provide opportunities for learning and growth.
- Ability to engage equity deserving communities in impactful ways.
- Flexibility with working in an open office environment and proficiency using administrative equipment, such as printers, photocopiers, PCs, and iPhones – overall IT savvy.
- Ability to work independently and as a team; take constructive feedback well with a growth mindset.
- Flexibility to work some weekends and/or evenings for special events and to meet deadlines – some travel may be required.
- Willingness to learn and apply multimodal education frameworks, inquiry-based learning, storytelling best practices, and show an appreciation of the benefits of informal, participatory teaching.
- Possess or grow cultural agility: The ability to work respectfully, knowledgeably and effectively with Indigenous Peoples and underrepresented groups in what is now Canada, respecting differing cultural perspectives, and being open to experience a personal shift in perspective.
- Bilingual (English and French) is an asset.

APPLICATION DEADLINE: June 19, 2023 – Will Remain Open until Filled

Interviews will be conducted, onsite or virtually, by the Director, Education & Programming June 26 – June 30, 2023.

HOW TO APPLY –

Please submit a **cover letter** (max. 1 page) stating how you meet the qualifications and required experience – along with what qualities you possess that makes you a good leader, and a **resume** (max. 2 pages). Applications must also include a **creative writing sample or lesson plan** about an [Indigenous Hall of Famer](#) inducted into Canada's Sports Hall of Fame for a Grades 4-6 audience (one page or less) that demonstrates your written communication and/or storytelling skills. **Please include within your application your salary expectations and how you came across this job posting.** Applications must be **submitted as one combined PDF** to Katelyn Roughley, Director of Education and Programming at kroughley@cshof.ca.

Applicants who do not follow the above guidelines, or do not meet the required qualifications, will not be invited for an interview.

Job Equity: Canada's Sports Hall of Fame is committed to the principle of equal opportunity. As an employer Canada's Sports Hall of Fame welcomes diversity in the workplace and encourages applications from all qualified candidates within the scope of each job opening. Applications are welcomed from all members of Canada's job equity groups.

The successful candidate will be required to provide or obtain a valid vulnerable sector police check.