High Performance Operations Coordinator

Join Our Team!

Behind every great performance on the ice is a team of dedicated people making sure everything runs smoothly off it!

At Curling Canada, we're passionate about supporting our athletes and coaches as they pursue excellence on the national and international stage. From coordinating the logistics of world championships to managing the financial and administrative processes that keep our High Performance programs running, there's a lot that goes into helping Team Canada succeed.

We're looking for a highly organized, tech-savvy, and resourceful **High Performance Operations Coordinator** to join our High Performance team. If you're someone who thrives on keeping things organized, enjoys solving problems, and knows how to use technology to work smarter and more efficiently, this could be an exciting opportunity to contribute to Canada's success on the world stage.

The Role

Reporting to the Executive Director of High Performance, the High Performance Operations Coordinator plays an important role in supporting the day-to-day operations of Curling Canada's National Team Programs.

In this role, you'll coordinate financial processes, manage international championship logistics, support athlete and coaching programs, and maintain the administrative systems that keep everything on track.

You'll work closely with directors, managers, coaches, athletes, sponsors, and other key stakeholders to ensure programs and events are delivered efficiently, accurately, and on schedule.

This position is ideal for someone who combines exceptional attention to detail with strong technological capabilities, sound judgment, and a proactive approach to problem-solving. You'll need to be comfortable managing multiple priorities, navigating digital platforms, and finding practical solutions when plans change.

What You'll Be Doing

Financial Administration & Budget Coordination:

- Coordinate and process financial payables for Curling Canada's High Performance programs, including Own the Podium, Sport Canada and Strategic Initiative funding.
- Support the administration and tracking of program budgets, ensuring expenditures are accurately recorded, documented, and processed in a timely manner.
- Develop, monitor, and reconcile budgets for all designated international championships, including the World Mixed and World Senior Championships.
- Review and process championship-related expenses, verifying accuracy, completeness, and alignment with approved budgets.
- Maintain organized financial records, spreadsheets, and reporting tools to support budget oversight and financial accountability.
- Identify discrepancies, flag potential concerns, and escalate complex or unexpected financial matters as appropriate.

International Championship Logistics:

- Coordinate logistical arrangements for international championships, including athlete and coach travel, accommodations, uniforms, and equipment distribution and ensure administrative support under critical timelines.
- Work closely with National Coaches, suppliers, and other stakeholders to ensure championship preparations are completed accurately and on schedule.
- Monitor key deadlines, track outstanding deliverables, and maintain organized records of championship arrangements.
- Anticipate potential logistical challenges and develop practical contingency plans to minimize disruptions.
- Troubleshoot time-sensitive issues, such as shipping delays or last-minute changes, to ensure athletes and coaches have what they need to compete.

Administrative Systems & Digital Coordination:

- Provide administrative and operational support to the Executive Director of High Performance and the broader able bodied and wheelchair High-Performance team.
- Maintain accurate and organized digital records, databases, shared documents, policies and reporting systems.
- Coordinate document management, information tracking, and team collaboration through platforms such as Microsoft Teams, SharePoint, and other digital tools.
- Develop and maintain spreadsheets, trackers, and reporting processes to support program budgets, coordination and decision-making.
- Identify opportunities to streamline administrative workflows, improve information management, and leverage technology to increase efficiency.
- Support the implementation and effective use of digital tools and systems across High Performance operations.

Athlete & Coaching Program Support:

- Support the administration of Sport Canada's Athlete Assistance Program (AAP), including athlete nomination processes, athlete agreements, documentation, reporting, and compliance requirements.
- Maintain accurate athlete and coaching records, ensuring required information is collected, tracked, and submitted within established deadlines.
- Communicate with athletes, coaches, and program partners to support smooth and timely program administration.

What You Bring to the Team

We're looking for someone who is organized, detail-oriented, and comfortable taking ownership of their work. You'll be successful in this role if you're confident using technology, enjoy working with numbers and information, and can keep multiple moving pieces organized without losing sight of the details.

You'll be a great fit if you have:

- A diploma or degree in Sport Administration, Business Administration, or a related field, or an equivalent combination of education and relevant experience.
- At least two years of experience in financial administration, logistics coordination, program administration, or a related field.
- Strong technological proficiency, with advanced comfort using Microsoft Office applications, particularly Excel, Outlook, Word, and Teams.
- Demonstrated ability to confidently navigate digital platforms, databases, shared document systems, and reporting tools.
- Strong Excel skills, including experience organizing and analyzing data, maintaining financial trackers, and working with formulas and spreadsheets.
- The ability to quickly learn new software, independently troubleshoot common technical challenges, and identify opportunities to improve processes through technology.
- Experience supporting financial administration, including budget tracking, expense reconciliation, invoice processing, or financial reporting.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple priorities, deadlines, and competing demands.
- Strong problem-solving skills and the ability to respond calmly and resourcefully when unexpected challenges arise.
- Excellent written and verbal communication skills, with a professional and responsive approach to working with internal and external stakeholders.
- The ability to work independently, exercise sound judgment, and take initiative while contributing positively to a collaborative team environment.
- A high degree of discretion and professionalism when handling confidential financial and athlete information.

Even better if you have:

- Previous experience working in sport administration, high-performance sport, or a National or Provincial/Territorial Sport Organization.
- Experience coordinating travel, accommodations, shipping, or logistics for events involving multiple stakeholders.
- Familiarity with Sport Canada's Athlete Assistance Program, Own the Podium funding, or other Canadian sport funding programs.
- Experience using Microsoft SharePoint, digital project management tools, or financial management software.
- An interest in Canadian sport and supporting athletes and coaches in their pursuit of excellence.

Contract Details:

Employment Type: Full Time, Permanent Existing Role

Hours: 37.5 hours per week

Compensation: $50,000 - $55,000

Work Location: Remote

Anticipated Start Date: January 11, 2027

Why Curling Canada?

At Curling Canada, our people are at the heart of everything we do. We're a passionate, collaborative, and dedicated team working together to grow the sport of curling and create meaningful experiences for participants and communities across the country.

As part of our High Performance team, you'll have the opportunity to contribute to the programs and behind-the-scenes operations that support Canada's athletes on the international stage. You'll work alongside people who are passionate about sport, take on diverse and meaningful responsibilities, and play an important role in helping our national teams succeed.

And while knowing the difference between a draw and a takeout is always a bonus, you don't need to be a curling expert to make an impact here!

Ready to Join the Team?

If you're an organized, tech-savvy problem-solver who enjoys working behind the scenes to make great things happen, we'd love to hear from you!

Please submit your resume and cover letter combined into one document to careers@curling.ca on or before Friday, December 11, using the subject line [FIRST NAME LAST NAME – HIGH PERFORMANCE OPERATIONS COORDINATOR]. Only candidates selected for a screening will be contacted.

Curling Canada is committed to creating an inclusive environment where people can bring their authentic selves to our sport and our team. We encourage applications from individuals with diverse backgrounds, experiences and perspectives.