

**Position Title:** Leadership Development Coordinator  
**Position Term:** Contract (1 Year) \*potential for extension dependent on funding\*  
**Salary:** \$70,000-80,000  
**Location:** Yellowknife  
**Reports to:** Executive Director

### **Aboriginal Sports Circle NWT**

Established in 1999, the Aboriginal Sports Circle (ASCNWT) was created through a national consensus-building process. ASCNWT was created as one of 13 provincial/territorial aboriginal sport bodies (PTASB) in response to the need for more accessible and equitable sport and recreation opportunities for Aboriginal peoples across Canada.

ASCNWT's mandate is to develop indigenous culture, sport, athletes and coaches across the NWT. ASCNWT achieves these goals through a number of community programs and events along with territorial and national partnerships.

### **Purpose of the Position**

The leadership development coordinator is responsible for coordinating leadership opportunities for volunteers in the NWT. The position will work closely with other ASCNWT staff and community leaders to identify community and individual needs and help build capacity amongst individuals working with indigenous people across the territory. The LDC will have specific workshops and ASCNWT programs they are responsible for (listed below) as well as identifying new courses and opportunities to help benefit NWT residents.

### **Reporting Relationship**

The position of Leadership Development Coordinator reports directly to the Executive Director.

### **Activities & Duties**

- A. Aboriginal Coaching Module (ACM)
- Organize and deliver the ACM across the NT.
  - Train and maintain a suitable number of learning facilitators in order for ASCNWT to deliver the ACM in the NT effectively.
  - Develop marketing strategies to promote ACM events and the benefits of this workshop.
  - Coordinate travel arrangements for participants and instructors.
  - Seek additional funding from other government agencies and NGO's to help deliver the ACM.
  - Develop and Mainting ACM budget alongside Executive Director.
  - Represent ASCNWT during ACM related meetings with the Coaching Association of Canada (CAC) and Aboriginal Sports Circle (ASC).

- B. Aboriginal Communities – Active for Life (AC – AFL)
- Organize and deliver the AC - AFL across the NT.
  - Train and maintain a suitable number of learning facilitators in order for ASCNWT to deliver the AC - AFL in the NT effectively.
  - Develop marketing strategies to promote AC - AFL events and the benefits of this workshop.
  - Coordinate travel arrangements for participants and instructors.
  - Seek funding from other government agencies and NGO's to help deliver the AC- AFL.
  - Develop and Mainting AC - AFL budget alongside Executive Director.
  - Work with Sport for Life and represent ASCNWT's views during meetings regarding AC-AFL.
- C. Indigenous Long Term Participant Development Pathway (ILTPD)
- Organize and deliver ILTPD workshops in the NT.
  - Train/maintain a suitable number of learning facilitators for ASCNWT to deliver ILTPD in the NT.
  - Develop marketing strategies to promote ILTPD events and the benefits of this workshop.
  - Coordinate travel arrangements for participants and instructors.
  - Seek additional funding from other government agencies and NGO's to help deliver the ILTPD.
  - Develop and Mainting ILTPD budget alongside Executive Director.
  - Represent ASCNWT during ILTPD related meetings with the Sport for Life and ASC.
- D. Indigenous Coach Development Program (ICD)
- Organize and deliver ASCNWT's Indigenous Coach Development program.
  - Work with TSO's to identify and build capacity amongst Indigenous coaches's in the NT.
  - Work with TSO's to identify training opportunities for indigenous coaches.
  - Promote the ICD to TSO's.
  - Review applications/proposals from TSO's for funding.
  - Develop and Maintin ICD budget alongside Executive Director.
- E. Community Focus Programming
- Work alongside Community Development Manager to identify unique training opportunities for certain communities.
  - Respond to community needs by offering specific leadership development opportunities that are unique to their needs.
  - Create partnerships that help provide these unique opportunities.
  - Seek additional funding from other government agencies and NGO's.

### **Qualifications**

#### A. Education

- Preference given to candidates with post-secondary degree in sport and recreation, business, event management, indigenous studies or related field.

#### B. Knowledge, Skills & Abilities

- Knowledge of community cultures, traditions and history.
- Knowledge of the political landscape of the communities in the NWT.
- Knowledge/Experience of financial management and accounting control measures.
- Knowledge/Experience of event planning.
- Ability to manage and mentor staff.
- Ability to strategically plan for future growth.
- Ability and experience speaking to and facilitating large groups.
- Knowledge/Experience of social media, website management and creating electronic publications.

#### C. Proficiency and use of computers for:

- Microsoft Office (Excel, Power Point, Word)
- Email
- Internet
- Social Media (IE Facebook, Instagram, Twitter)
- Experience with Illustration programs are considered an asset

#### D. Additional Requirements

- Satisfactory criminal records check, and vulnerable sector check required.

### **Working Conditions**

- Physical Demands
  - Normal office environment. Work sometimes requires set up and take down of events and packing and unpacking of ASCNWT program equipment.
- Environmental Demands
  - Normal office environment.
  - Some ASCNWT programs are delivered out doors and may result in exposure to our northern climate.
- Sensory Demands
  - Normal Office Environment.
- Other Demands
  - The event coordinator is responsible for managing many projects throughout the year. These projects require ongoing attention, concentration and coordination which often can result in multi-tasking.