



# SAIL • VOILE CANADA

## Training & Education Coordinator

Sail Canada is recruiting a Training & Education Coordinator who is energetic, well-organized, and enthusiastic about the sport of Sailing. This position will support the vision, mission, values, and strategic plan of Sail Canada.

The Training & Education Coordinator will be self-motivated and a team player with strong interpersonal skills. The ideal candidate should possess excellent time management skills, be attentive to details, have the ability to multi-task, and thrive working in a fast-paced environment.

Reporting directly to the Director of Programs and working in collaboration with a team of professionals in the Kingston, Ontario office, the position overview is as follows;

*The Training and Education Coordinator at Sail Canada is responsible for contributing to the design, implementation, coordination, and administration of educational and training programs to support the development of CANSail, CANSail Para, Cruising, Keel, Power, Navigation, Offshore, PCOC, and ROC(M) participants (sailors) and instructors at all levels. This position plays a critical role in enhancing the sailing community's skills and knowledge by overseeing the delivery of certification courses, instructional materials, and educational initiatives that align with Sail Canada's standards and long-term goals. The Training & Education Coordinator plays a key role in fostering strong relationships and effective communication between provincial, regional, and local organizations, as well as volunteer committees and individual volunteers across Canada.*

### Skills:

- Excellent communication skills in English (written, spoken, and comprehension). It is preferable if the incumbent has French language communication skills.
- Proficiency using office software; Google Workspace, Microsoft Office, Adobe CS, current Web Content Management systems, Social Media
- Excellent project management skills and a demonstrated ability to manage a diverse workload, prioritize tasks, and work both independently and collaboratively
- Strong organizational and time management skills and the ability to adapt quickly in a fast-paced environment to meet deadlines
- Knowledge of the Canadian sport system and a thorough understanding of sailing and Sail Canada programs and policies is an asset.
- A sense of humour and a positive attitude

### Qualifications:

- Post-secondary degree or equivalent
- 2-3 Years of Relevant Experience
- Previous experience with the national sports systems

**Length and Term:** This is a full-time position.

**Salary Range:** Commensurate upon qualifications & experience

**Application Deadline: April 16, 2025 Starting Date: May 5, 2025**

**Contact Information:** Genevieve Manning, Director of Operations; [gen@sailing.ca](mailto:gen@sailing.ca)

**We thank all who apply, however, only those selected for an interview will be contacted.**

*This position is supported by funding from Sport Canada.*