



1A-1084 Kenaston Street  
Ottawa, ON K1B 3P5

tel: (613) 748-5682  
fax: (613) 748-5777

## Water Polo Canada (WPC) Employment Opportunity League and Events Manager (LEM)

*Water Polo Canada (WPC) is the National Sport Organization for Water Polo in Canada. Its purpose is to lead the growth and the pursuit of excellence in the sport of water polo for all Canadians while respecting the following set of values: Integrity & Respect, Teamwork & Solidarity, Leadership & Accountability, Excellence & Professionalism.*

### Kind of position and reporting:

This is a full-time position reporting to the Executive Director and the Senior Manager, Pathway & League

### Location:

WPC national office in Ottawa. However, there could be some flexibility with remote work opportunities.

### Scope of Position:

The League and Events Manager position is about events. The LEM will assist the Senior Manager for Leagues & Pathway in leading, managing, and coordinating all aspects of WPC's National Championships League (NCL) and National Open Tournaments including but not limited to the whole preparation, RFPs and grants processes, scheduling, venues contracts, logistics, human resources assignment, promotion, partnerships, Discipline and Competition Committee, awards gala and overall operations. The LEM will also work on other domestic events such as various meetings (including the AGM), summits or conferences, alumni events, other galas, events associated with our National Team programs as well as on international water polo events hosted in Canada.

### Responsibilities:

The LEM will carry out various associated responsibilities including but not limited to:

- Working on Business Development initiatives associated with Water Polo Canada events
- Working on merchandizing initiatives and sales associated with Water Polo Canada events
- She/he will be WPC's point of contact for Sport Tourism Canada and its members throughout the country
- Within the context of WPC overall budget, preparing & managing NCL and other Events budgets
- Managing expense claims for event venue costs and per diem / remuneration for delegate and officials and other expense items as assigned
- In collaboration with WPC Communications Lead, providing communication and promotional strategies for WPC Events in general including but not limited to NCL
- Assisting in the management of the WPC web site and social media platforms with regards to WPC Events
- Working in collaboration with other WPC staff members to advance initiatives associated with the events area
- Working on special projects

### The ideal candidate:

The ideal candidate is fluent in both English and French, has a college or university degree in sport business/management or an associated field and has at least 5 years of relevant experience in the event management, sport management, sport business or sport tourism sectors. She/he possesses a very good understanding of team sport environment and is a self-starter displaying exceptionally strong leadership and inter-personal skills.

*For more information on this position, please visit Water Polo Canada's website and refer to the document that can be found at the following link: <https://waterpolo.ca/content/employment-opportunities>*

Salary for this position will commensurate with qualifications and experience. Excellent benefits package.

**Applications including a resume, a cover letter along with salary expectations should be sent in confidence via email by no later than Wednesday, July 27<sup>th</sup>, 2022, at 23:59 EDT to:**

Water Polo Canada  
Attention: Eric Smith - By email only: [esmith@waterpolo.ca](mailto:esmith@waterpolo.ca)

*We thank all those who apply. Only those selected for further consideration will be contacted. Water Polo Canada promotes Employment Equity. This position is financially supported by Sport Canada.*