



## 2023 MASTERS INDIGENOUS GAMES JOB POSTING AND DESCRIPTION

<b>POSITION TITLE:</b>	<b>Athlete Services &amp; Games Coordinator</b>
<b>REPORTING TO:</b>	Abby Shirazi, 2023 MIG General Manager
<b>HIRING ORGANIZATION:</b>	Indigenous Sport & Wellness Ontario (ISWO)
<b>ORGANIZATION ADDRESS:</b>	ISWO Head Office is located at 1090 Aerowood Drive, Unit #1A, Mississauga, Ontario
<b>CONTRACT TERM:</b>	April 2023 – August 31, 2023
<b>CONTRACT LOCATION:</b>	This position is remotely based; however, the candidate must be able to travel to and stay in Ottawa during site visits (May) and for the Games (in August).
<b>SALARY &amp; BENEFITS:</b>	\$28/hr; Games clothing kit; accommodations, meals, and transportation for Games time.
<b>HOW TO APPLY:</b>	Qualified applicants are invited to email their applications (resume and cover letter) to Abby Shirazi, General Manager, 2023 Masters Indigenous Games at <a href="mailto:info@mastersindigenousgames.com">info@mastersindigenousgames.com</a> , in one document with your name and "MIG Athlete Services & Games Coordinator" in the email subject line by March 31, 2023. Those candidates chosen for an interview will be contacted directly.

### **ABOUT THE 2023 MIG:**

The Ottawa 2023 Masters Indigenous Games (MIG) is open to Indigenous Peoples, aged 19 and over, from around the world. The event will take place from August 24-27 in the nation's capital city - Ottawa; Ottawa and the surrounding region, is the traditional and unceded territory of the Algonquin Anishinaabe people, who have known and inhabited these lands for millennia.

The 4-day sport and cultural event will be a showcase of athletic achievement, rich cultural heritage of local, regional, and global Indigenous Peoples, and an opportunity to explore one of Canada's most vibrant, ethnically diverse, and beautiful cities.

The Ottawa 2023 MIG will kick off on Thursday evening with a spectacular Opening Gala, hosted at one of the premiere cultural institutions in the country. Sport competitions will begin Friday morning and run until Sunday afternoon; Canoe and Lacrosse, both traditional Indigenous sports, will be featured in the sport competition lineup. The cultural festival will open its doors at Lansdowne Park on Friday, August 25, and feature 3 days of Indigenous artists,

performers, interactive sport demonstrations, vendors, immersive cultural experiences with traditional knowledge keepers and elders, sponsor exhibits, an official 2023 MIG merchandise store, and a range of food trucks and cuisines. The cultural festival, which will be open to the public at no cost, will feature an array of award-winning Indigenous artists, performing on the main stage.

Learn more about the games at [www.mastersindigenousgames.com](http://www.mastersindigenousgames.com).

Learn more about ISWO at <https://iswo.ca>.

### **Position Overview:**

The 2023 Masters Indigenous Games (MIG) seeks an organized and motivated candidate to support athlete registration, coordinate athlete services, games operations, and logistics delivery. This position is an excellent opportunity for an individual with multi-sport Games or event experience, looking to build additional skills, in a unique, Indigenous centered and fast-paced Games environment, with high public visibility.

Individuals within the Indigenous community are strongly encouraged to apply.

### **Duties include but are not limited to:**

- Coordination and delivery of all required elements for Athletes Services and Games Operations, including:
  - Supports athlete and team registration questions, issues, and processes.
  - Answers athlete/participant inquiries and forwards them to the appropriate functional manager/area.
  - Arranges any transportation requirements for the Games.
  - Supports the 2023 MIG athlete check-in, registration, accreditation, and information desk during the Games.
  - Manages athlete lounge spaces and other athlete areas to ensure they are well-serviced, clean and offer an inviting, pleasant and safe space.
  - Assists in the check-in of athletes for the Opening Gala.
  - Assists in the training and management of volunteers assigned to the Athletes Services and Games Operations portfolios.
  - Coordinates food and beverage services, including boxed lunches and snacks for athletes at competition venues, with special attention to allergies.
  - Coordinates the packaging of Athlete swag bags and other materials, with staff and volunteers.
  - Acts as a point person for athlete issues, complaints, or special requests.
  - Problem solves and identifies solutions with a priority for Athlete safety and wellbeing, front of mind.
  - Attends and actively participates in weekly 2023 MIG meetings, while providing a weekly status update to the Manager of Games Operations; and
  - Other duties as reasonably required.

### **The Ideal Candidate Possesses:**

- Undergraduate degree/diploma in tourism, hospitality, business, event or sport management, or a related field of study.

- Two (2) or more years of solid experience in event management.
- Excellent interpersonal / networking skills and issues management / problem solving skills.
- Demonstrated ability to work in a highly dynamic, fast-paced, and deeply collaborative team environment, moving seamlessly between many simultaneous and concurrent tasks, operations, and requests.
- Ability to work collaboratively with staff, volunteers, and service providers, with strong attention to detail, and communication of expectations.
- Ability to be flexible in approach, work schedule and work process.
- Experience with Google Suite, Word Press, Registration Systems and Excel is an asset.
- Strong ability to meet tight deadlines and work well under pressure.
- Energetic self-starter; takes initiative and can work with minimum direction and supervision.
- Knowledge and experience working in a non-profit, events, sports, or multi-sport Games environment is an asset.
- Experience and knowledge of Indigenous cultures considered a significant asset.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Ability to lift and carry event supplies safely (up to 25lbs).

**Working Environment and Compensation:**

- Full-time contract paid position beginning immediately and ending August 31, 2023.
- Compensation will be based on 37.5 hours a week at \$28.00 per hour.
- Flexibility in hours, as evenings and weekends may be required in addition to extended hours during Games time (August 24 – August 27, 2022).
- ISWO's Head Office is in Mississauga, Ontario, however, weekly meetings are conducted virtually through Google meets and zoom.
- Must be willing to travel to Ottawa and stay in Ottawa, during Games time (from August 22 to August 28, 2023).
- Additional benefits include:
  - Games merchandise and clothing
  - Unique games experience
  - This position may lead to additional opportunities with ISWO.

This description is intended to describe the general nature and level of work, and is not an exhaustive list of all responsibilities, duties, and skills required. Coordinators may be required to perform duties outside their normal responsibilities.