

*The **Sport, Physical Activity and Recreation Council (SPARC)** is the primary minister-led intergovernmental forum for collective action on sport, physical activity and recreation issues of national and international concern, operating at all levels on the basis of consensus. Its Secretariat has an enviable reputation for professional competency, service to its members, and commitment to sport, physical activity and recreation.*

Program and Project Coordinator

The Sport, Physical Activity and Recreation Council is seeking a highly organized and skilled individual to work closely with the Managing Director as the Program and Project Coordinator to assist in providing strategic, advisory and administrative support in serving assigned working groups, and administering their financial activities.

Working with various committees, you will be responsible for: providing program support, analysis, and liaison for the committees; and assisting in administrative and financial activities, such as supporting budget preparation, consolidation, and reporting. You will also be responsible for coordinating meeting logistics, prepare agendas, follow-up and minute taking.

As an integral member of the Secretariat, this role is expected to operate with considerable independence in managing their day-to-day activities under the overall supervision of the Managing Director. You will contribute to Secretariat meetings and retreats, coordinate program, financial and administrative activities, as well as actively contribute to the Secretariat working groups. You will also interact with various stakeholders, sharing pertinent and interesting information with members to support the advancement of committees' goals/objectives.

Qualifications: The successful incumbent will demonstrate a high degree of competency within a professional environment; exercises sound judgement and discretion; responds positively and quickly to changing circumstances; with a demonstrated capacity to build and maintain relationships. Knowledge and understanding of financial administration, accounting and budgeting techniques, practices and procedures to coordinate and administer financial/budgetary activities of SPARC. Organizational and time management skills to work well independently organize and prioritize concurrent tasks to meet timelines and deliverables in a fast-paced work environment. General computer literacy with word processing, databases, and spreadsheets is mandatory. The Program and Project Coordinator must display exceptional tact and diplomacy and have experience working within public sector and an in-depth understanding of government decision-making and business planning processes.

How to Apply: If you are a qualified candidate interested in this opportunity, please forward via e-mail your cover letter and resume to ppc@hrassociates.ca by February 8th, 2021.

Questions about the position or the recruitment process can be directed to Diana Pisignani of HR Associates at 416-237-1500, ext. 238 or diana.pisignani@hrassociates.ca.

*We thank all applicants, however, only those selected for an interview will be contacted.
Accommodations are available upon request.*