

FIFA Women's World Cup Canada 2015™
National Organising Committee
Job Description – Venue Team Services Coordinator

TITLE *Venue Team Services Coordinator- Vancouver
FIFA Women's World Cup Canada 2015™*

REPORTS TO *Manager, Venue Competitions
Venue General Manager*

DIRECT REPORTS *Nil*

Venue/City	Contract Dates	Application Deadline	Contact Email
Vancouver	January 5, 2015 – July 17, 2015	December 5, 2014	Vancouver@fwwc2015.ca

OVERVIEW

The National Organising Committee (NOC) for the FIFA Women's World Cup Canada 2015™ is looking to fill the position of Coordinator, Venue Team Services. Held every four years, the FIFA Women's World Cup is the largest women's sporting event in the world. In 2011, the Canadian Soccer Association was awarded the right to stage the 2015 edition of this prestigious event.

The Venue Team Services Coordinator is responsible for implementing the team service aspects related to functions at the venue level for the FIFA Women's World Cup Canada 2015™. This position will work with the Venue Competitions Manager to provide and implement the overall requirements of the Competitions Department as outlined by the National office.

DUTIES & RESPONSIBILITIES

As part of the Competitions Division, the Venue Team Services Coordinator will be responsible for the following related aspects but are not restricted to:

- Coordinate changes required as a result of team movements/requests made through Team Liaison Officers (TLOs) or NOC
- Communicate and confirm these changes with various Venue departments (Transportation, Accreditation, Ticketing etc.) and NOC departments when necessary
- Work with TLOs to problem solve issues that may arise for teams on-site
- Coordinate team services with Transport, Security and Accreditation
- Coordinate the bookings for training sites and times
- Assist the Venue Competitions Manager with volunteer orientation and daily assignments for Competitions specific volunteers
- Coordinate the logistics for the movement of team equipment while in venue
- Assist in other venue specific activities both in the lead up and during the Competition

Required Skills, Experience & Abilities

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- Diploma or degree in sport management, logistics, administration, or other related field. A combination of relevant academic qualifications and experience may be accepted
- Two to three years experience in event management
- Demonstrated ability to work in a fast-paced environment
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management
- Ability to meet tight deadlines and work well under pressure
- Strong organizational skills, time management skills and attention to detail required
- Strong verbal and written communication skills
- Bilingualism would be considered an asset

Please Note:

- No relocation expenses to be included
- Must have a valid driver's licence
- All applicants must be legally entitled to work in Canada at the time of application
- Some travel may be required
- Applicant may apply for a specific venue or be prepared to work in any venue available
- Salary range: \$30,000.00 to \$40,000.00.

Please forward your résumé and cover letter to:

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Only those selected for an interview will be contacted. Thank you.