

*Diving Plongeon Canada (DPC) is the national sport governing body for diving and high diving. As a member of FINA, the world's governing body of aquatic sports, DPC contributes to the development of globally accepted standards of excellence in diving and supports the rules and regulations of international competition. We share a national commitment to advance the art and sport of diving and to position Canada as the number one diving nation of the world. We value respect, leadership, courage, innovation and community.*

DPC is seeking an enthusiastic and committed individual to join our team as a **Technical Coordinator**. This is a full-time permanent position.

Reporting to the National Operations Director, the Technical Coordinator will play a vital role in the coordination and administration of DPC's national team programs. This position may require travel domestically to support the needs of the program.

This is a unique opportunity suited to an individual who is highly motivated with a passion for high performance sport. Individuals with strong communication skills and the ability to create and develop strategic partnerships while managing multiple timelines will excel in this role. The individual will possess a post-secondary degree or diploma in a related field or equivalent combination of education and experience and should also have the following:

- Strong communication skills, both written and verbal
- Ability to take initiative and work independently
- Superior organizational skills and a commitment to accuracy and attention to detail
- Creative thinking and problem solving
- Strong ability to collaborate with DPC staff and external partners
- Knowledge of MS Office suite products and MS Teams
- Experience managing budgets and timelines
- Flexible but works within deadlines and ability to adjust to changing priorities
- Bilingualism (English/French) is an essential asset
- Knowledge of the Canadian sport system
- Previous experience with or knowledge of diving will be considered a strong asset
- Work location is negotiable, however being close to the DPC head office may be an asset

For a full job description, please [click here](#). Salary is commensurate with experience and qualifications.

To apply, please submit resume and cover letter by **Tuesday October 12, 2021** to DPC's Chief Operating Officer, Penny Joyce ([penny@diving.ca](mailto:penny@diving.ca)).

Applications should have "Application for Technical Coordinator" in the subject line.