



## **Pan American Hockey Federation Vacancy Part Time Project Co-ordinator**

### **JOB SUMMARY**

*Responsible for overseeing the day-to-day operations of assigned project(s), ensuring successful completion. Providing active support to **Pan American Hockey Federation (PAHF)** through the successful planning, promoting, and implementing of delegated task.*

### **DESCRIPTION of DUTIES/ KEY TASKS**

1. Be responsible for planning and implementing projects of the PAHF to ensure the successful organization and running of events (tournaments and associated clinics, seminars, and courses) in conjunction with the respective Committee Chairs and the Hon Secretary General
2. Prepare reports for the PAHF on projects implemented including input from participants and recommendations for improvement
3. Attend and provide input to the PAHF annual planning meeting
4. Assist Committee Chairs in the development of Operational Plans, and in laying out the program of activities for each year well in advance.
5. Where necessary assist National Associations in effective management of their administration through training
6. Maintain databases on respective programs

### **QUALIFICATIONS and EXPERIENCE**

**A candidate for the position of PAHF Project Co-ordinator should meet the following qualifications and requirements:**

- University degree in Sport Management or equivalent experience
- Excellent communication and organizational skill
- Extensive experience in project management including planning, promotion, budgeting, implementing, assessing and reporting
- Ability to speak and write fluently in both English and Spanish
- Knowledge of hockey at least up to the National level
- Good inter-personal skills; good team member

- Ability to be self-sufficient in the use of Microsoft office suite the internet/e-mail and other computer software
- Ability to work independently with minimal direction
- Event Management experience
- Able to multitask with various projects

## **REPORTS TO**

**The PAHF Hon. Secretary General on an overall basis, or any officer as authorised by the PAHF Board of Directors and to the respective PAHF Committee Chairs on a functional basis.**

## **WORKPLACE**

The PAHF Project Co-ordinator will become a part of the PAHF virtual office, working remotely from his/her place of residence in close collaboration with the PAHF Administrative Assistant and the Continental Development Officer for the Americas, the other two employees working for hockey at the Pan American level.

## **REQUIREMENT TO TRAVEL**

There will be a requirement, from time to time, to travel to oversee the implementation of projects onsite and to attend meetings. Travel expenses will be covered by the PAHF.

Term of work

12-15 days a month part time

Remuneration

One thousand (\$1,000.00) US Dollars per month.

Please send resumes to:

Hon Secretary General PAHF

Dr. Sue Neill

[sue.neill@rogers.com](mailto:sue.neill@rogers.com)

This job description does not form part of your contract of employment. The duties laid down in this job description may change following a review and in consultation with the PAHF Board.

**Deadline for application 7<sup>th</sup> February 2009**

**Start date of contract 1 March 2009**