



CALGARY CORPORATE CHALLENGE

- Position:** Event Assistant
- Location:** Calgary
- Type:** Contract
- Start Date:** April 26th, 2010 (flexible), contract length is approx 6 - 7 months
**This position could lead to full-time employment.*
- Salary:** This is an entry level position. Remuneration will not be discussed until the interview stage.
- Posting Closes:** Friday, February 26th, 2010

Calgary Corporate Challenge (CCC) is a volunteer-driven, Olympic-style event for Calgary's business community. Each September, employees, managers and volunteers participate in a wide variety of athletic and non-athletic events. With over 180+ companies, 1,200+ volunteers and 18,000+ athletes, CCC has grown to become the largest, annual, amateur, athletic event in Canada. As a non-profit organization, CCC has helped raise over \$4.2 million for local Calgary charities and is continuously striving to increase contributions to the community.

Job Description

- Golf Tournament
 - Assist the Games Coordinator with the planning and execution of the Golf Tournament in June.
- Sporting Events
 - Assist the Games Coordinator with the planning and execution of 21 sporting events. Specific responsibilities may include creating score sheets and schedules, meeting with venues and Event Coordinators, emailing team captains, photocopying and preparing all necessary event documents, securing equipment, booking officials and medical personnel and coordinating other event details.
- Torch Relay
 - Manage the logistics of the Torch Relay (review the course, organize volunteers, secure equipment, liaise with participants, etc). Execute the event in September.
- CCC September Games (September 10th – 30th, 2010)
 - Work with the Games Staff to ensure that all of the events are properly staged, equipped and prepared. During the Games the Event Assistant will be involved with the overall delivery of the events.

- Sportsmanship Program
 - Manage and administer the sportsmanship program for the September Games.
- Volunteer Management
 - Attend all volunteer and sponsor socials, meetings and work bees.
- Board Meetings
 - The Event Assistant will join Games Staff in all Board of Directors meetings and may be called on to provide comments and/or feedback during such meetings.
- File Wrap-Up
 - At the conclusion of the contract, the Event Assistant is responsible for wrapping up all of their files and projects. File Wrap-Up may include budget review and recommendations, compiling all pertinent correspondence, contacts, notes, feedback surveys from volunteers and participants and a list of suggestions for the following year.
- General Administrative Duties
 - Including responding to e-mails, photocopying, faxing, etc.

Notes

- Some evening and weekend work is required each month. For example: 2 weeknights in May; 4 – 6 weeknights in June; 4 – 6 weeknights and one Saturday in July; 4 – 6 weeknights and one Saturday in August.
- Need to be able to work everyday, extended hours, for the month of September (minimum 75 hours per week).
- Need to be able to perform physical labor (transporting, loading and setting up equipment).
- Valid, Class 5, Drivers License is required (personal vehicle is an asset). A driver's abstract may be required at the interview stage.

Assets

- Degree/diploma in Business, Marketing, Sports & Recreation, Non-Profit Studies, Event Management or a related field.
- Work and/or volunteer experience planning sporting events.
- Work experience in an office environment.
- Excellent organizational skills (oral and written) and the ability to excel at details, multi-tasking and working under pressure.
- Must have some experience and skilled in the use of software programs such as MS Word and Excel.

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