



ADVISOR, PROGRAMS AND PARTNERSHIPS

STATUS	Permanent Full-Time (2 open positions)
REPORTING TO	Senior Advisor, Programs and Partnerships
LOCATION	Ottawa, ON – Hybrid (2 remote days per week) Remote in Canada may be considered
SCHEDULE	40 hours per week, Monday to Friday Occasional travel or extended hours may be required
ANTICIPATED START DATE	August 2026
COMPENSATION	Hiring Range: \$60,000 – \$68,000

POSITION SUMMARY

As a member of the Programs and Partnerships Department, an **Advisor, Programs and Partnerships**, provides expertise to partners on the National Coaching Certification Program (NCCP), and Coaching Association of Canada (CAC) products and services. In their stewardship of the NCCP, the Advisor provides operational leadership, execution, and strategic alignment to a portfolio of projects and programs to support the organization's strategic imperatives and mission.

This posting will be used to fill two open positions.

One incumbent will be responsible for the Education Partnership department's research portfolio, requiring job-specific skills as detailed below. Both incumbents should demonstrate skills and experience in the core functional areas of Partner Engagement and Relationship Management, Coach Education Curriculum Development, and Project and Program Management.

Language Requirement: Advanced proficiency in both official languages (English and French) is an asset for this position, including oral and written communication. Preference will be given to bilingual candidates.

We encourage you to apply even if you do not meet every requirement of the job as described. We know talented people may not check every box and we recognize that skills and experience can be developed in many ways. We are interested in learning how your background, strengths, and motivation might contribute to this role and our organization.

CORE DUTIES & RESPONSIBILITIES

Partner Engagement and Relationship Management

Leveraging excellent interpersonal, collaboration, and critical thinking skills, the Advisor develops and maintains positive relationships with partner organizations to understand their priorities, needs, and challenges.

- Establish and maintain collaborative relationships, serving as the primary liaison with partners and groups to ensure effective collaboration on operational matters.
- Facilitate partner engagement through effective communication, agenda design, group facilitation, document and file management, and meeting coordination.

- Provide guidance, training, and resources to improve partner knowledge about CAC products and services.
- Support partners in navigating applicable processes, policies, and change.
- Manage NCCP sport partner eligibility for program funding, including administration of agreements and distribution of funds.
- Contribute to policy implementation, review, and development through research, industry trends analysis, gathering and assessing feedback from partners, and following processes for approval and implementation.
- Support partners with database administration and reporting functions.
- Oversee operational details to facilitate successful engagements.

Coach Education Curriculum Development

As a subject matter expert in coach education, the Advisor contributes to the design, implementation, and continuous improvement of NCCP and CAC coach education programs, learning modules, and resources.

- Design, develop, and revise content, structure, and learning materials with NCCP partners (synchronous and asynchronous) for CAC and NCCP coach education curriculum.
- Provide guidance to NCCP partners to enhance NCCP coach education delivery, with an emphasis on blending learning (in-person, online, eLearning).
- Support National Sport Organizations in the design and development of their NCCP contexts within the NCCP policy and implementation standards.
- Ensure consistency and quality across all coaching education products and services.
- Integrate best practices, evidence-based research, industry standards, emerging trends, and subject-matter expertise into program design and revisions to ensure content remains current, credible, and impactful.

Project and Program Management

The Advisor applies strong organizational skills, resource management, and interested party engagement to execute project and program lifecycles as assigned.

- Work collaboratively with business owners to define project/program scope, objectives, and requirements, ensuring alignment with organizational priorities.
- Execute and maintain project/program plans, schedules, budgets, and deliverables.
- Provide operational leadership and execution to assigned projects/programs, ensuring effective implementation aligned with organizational goals.
- Collaborate with internal teams and external partners to provide updates, manage expectations, and achieve defined outcomes.
- Participate in national working groups or committees as required, providing subject-matter input and operational support.
- Maintain relationships and/or liaise with content expert organizations, academic institutions, community of practice, task forces, NCCP partners and research organizations to support innovation and knowledge transfer.
- Monitor progress, identify risks and opportunities, and implement mitigation strategies.
- Implement and maintain standard operating procedures for program development, delivery, and evaluation.
- Monitor program effectiveness by implementing feedback mechanisms, surveys, and performance indicators, analyzing results to identify trends and recommend improvements.
- Lead debriefing processes with post-implementation reviews and lessons learned.
- Ensure proper accounting, documentation, and file management for assigned programs and projects.

Job-Specific Duties and Responsibilities: Research Portfolio

The research portfolio requires analytical thinking and knowledge mobilization skills to coordinate research initiatives and inputs that align with organizational goals, ensure evidence-based insights, and drive informed decision making to strengthen program delivery.

- Support research needs and opportunities to support organizational strategies and emerging priorities.
- Manage survey process to solicit feedback, including design and analysis.
- Lead knowledge translation and mobilization of research insights.
- Coordinate or implement research-related aspects for coach education curriculum development and revisions.
- Monitor and evaluate the effectiveness of research initiatives to ensure they drive meaningful change in coaching practices and uphold integrity standards.
- Contribute research requirements to support funding and grant applications.
- Engage and collaborate with external research partners, expanding a research network to advance shared objectives and leverage expertise.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, & OTHER COMPETENCIES

The following knowledge, skills, abilities, and other factors, gained through work experience, education, or a combination thereof, are essential for success in the role.

These core competencies are behavioural expressions of the **CAC's aspirational values**. All current and prospective employees should demonstrate the ability or potential to perform in these areas.

Functional Competencies

- Relationship-building: the ability to establish, develop, and maintain positive connections with others.
- Interested party engagement: the ability to ensure relevant parties are informed and involved in conversations and decisions that affect them.
- Facilitation: the ability to effectively lead discussions to ensure outcomes/objectives are achieved.
- Motivational leadership: the ability to encourage others to take action or persist in a task.
- Presentation skills: the ability to effectively convey information to an audience through verbal and visual prompts.
- Problem-solving: the ability to identify solutions to difficult or complex problems.
- Project management: the ability to plan, initiate, execute, control, and close the work of a team to achieve specific goals.
- Resource management: adept at identifying and allocating resource requirements (human, financial, time) to meet project deliverables.
- Data insights: the ability to gather, assess, and interpret data to inform improvements to products, services, or strategies.
- Curriculum development: experience developing structured and engaging educational programs (synchronous or asynchronous) and/or materials and experiences for target audiences.
- Product expertise: the aptitude to develop in-depth knowledge about CAC products and services.
- 3-5 years demonstrated knowledge and experience as an NCCP sport administration or coaching lead in sport system context.

- Demonstrated experience is considered an asset in one or more subject matter areas, such as but not limited to:
 - Experience coaching or working with athletes with a disability.
 - Integrating equity, diversity, inclusion and accessibility best practices.
 - Designing and implementing mentorship programs.
 - High performance coaching programs.
 - Research design and methodology.
 - Knowledge translation and dissemination.

Job-Specific Competencies for the Research Portfolio

- Research design and methodology: proficiency in developing research frameworks, applying qualitative and quantitative methods, and ensuring validity and reliability.
- Knowledge translation: the ability to translate and communicate research findings into clear, actionable recommendations for diverse audiences.
- Graduate degree or demonstrated experience in research methodology

WORK ENVIRONMENT

- The CAC operates a hybrid work model with 2 remote days per week. All in-person employees have a dedicated workspace within a shared office environment.
- A remote work arrangement may be considered for this role.
- The incumbent will be required to complete 8-hour shifts within the hours of 7h00 to 18h00, with consideration given to accommodation requirements.
- The incumbent must be available for occasional travel.
- This is a public-facing role. The incumbent should be comfortable interacting with members of the public and leading group presentations.

APPLICATION INFORMATION

The CAC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, gender identity, sexual orientation, record of offences, age, marital status, family status or disability.

Applicants must be physically located and legally authorized to work in Canada.

Please send your resume and cover letter by midnight on Sunday, June 14th, 2026, to hr@coach.ca. All responses are appreciated, however, only those selected for an interview will receive a reply.