



Active Aging in Manitoba is seeking a Manitoba 55+ Games Coordinator

Active Aging in Manitoba (AAIM) is a provincial non-profit organization, dedicated to the promotion of active aging opportunities for all older Manitobans to enhance their health, mobility, and ongoing participation in the community.

Reporting to the Executive Director the Manitoba 55+ Games Coordinator will be responsible for effectively managing the schedule, cost and overall implementation of the largest multi-sport event held for older adults in Manitoba. We are seeking a candidate who is highly organized, creative, enthusiastic, personable, and ready to hit the ground running to ensure continued success with the 2024 Games. This is a critical role requiring a combination of project management, event management and strong interpersonal skills to be successful. AAIM is offering a six-month contract position to commence on February 12, 2024, with the possibility of becoming a permanent position.

The Games Coordinator, working closely with the Executive Director and host community committees, will manage all aspects of the planning and delivery of the in-person and virtual Games including:

- Monitoring the Games deliverables and risks and communicating with the AAIM Executive Director to ensure strong fiscal management and timely and effective problem solving.
- Collaborating with the Executive Director to develop and fulfill an effective communications and social media strategy to increase brand awareness and maintain brand integrity.
- Working with sport governing bodies and associations to ensure technical requirements are followed.
- Coordinating the Games promotions, campaigns, and events.

To succeed in this role, you will:

- Have a proven track record of successfully executing events and the ability to prioritize and manage multiple deliverables on time and within budget.
- Be resourceful, work independently, think critically, and have problem solving skills with the ability to recognize and adapt to changing situations.
- Be a strong team-oriented leader with proven ability to work with multiple stakeholders, community volunteers, related committees, and decision makers to develop and maintain collaborative networks.
- Have experience working with older adults in the community.
- Have sporting event management experience including use of applicable software.
- Be involved in and have knowledge of the non-profit sector.

Qualifications:

- A post-secondary degree in Kinesiology, Recreation Management, or a related field.
- A minimum of 3 years project or event management experience.
- Strong social media skills including Facebook and Instagram, and Microsoft Office skills including Word, Excel, and PowerPoint.
- Strong interpersonal, written, and oral communication skills.
- A valid driver's license and a personal vehicle for work related travel.

Consider joining Active Aging in Manitoba to be part of a dedicated and enthusiastic team promoting active lifestyles and healthy aging for older Manitobans.

Cover letters with salary expectations, and resumes are to be forwarded by email to: info@activeagingmb.ca by January 15, 2024. We thank all who apply and advise that only those selected for further consideration will be contacted.