



2017 Games of La Francophonie Description of Mission Staff Positions

Assistant Chef de Mission and Sport Manager

The successful applicant for the position of Assistant Chef de Mission and Sport Manager will have excellent interpersonal, communication, and administrative skills and the ability to adapt quickly to exceptional circumstances.

He or she will have experience in and an excellent knowledge of the provincial and national sport system. Knowledge of the international sport system and high-performance sport will be considered an asset.

In addition, the successful applicant will

- Be able to work in both official languages;
- Demonstrate the ability to work independently and on a team;
- Perform functions and duties outside assignment;
- Demonstrate enthusiasm for working in a fast-paced multidisciplinary environment;
- Support and demonstrate the ability to work effectively with coaches and athletes before and during the Games;
- Have a good knowledge of technical matters and schedules for the various sports;
- Be able to manage different budgets;
- Maintain excellent, ongoing communication with the sport teams and the Chef de Mission;
- Have the ability to establish ties and build solid partnerships with key stakeholders;
- Become familiar with Team Canada-New Brunswick policies, including the Code of Conduct and disciplinary procedures;
- Meet with coaches and convey relevant information.

Last of all, the Assistant Chef de Mission and Sport Manager will serve as a resource person in the absence of the Chef de Mission.



Sport-Culture Liaison

The successful applicant for the position of Sport-Culture Liaison will demonstrate excellent interpersonal, communication, and administrative skills and the ability to adapt quickly to exceptional circumstances.

He or she will be familiar with the sport system, the arts sector and/or multidisciplinary games. He or she will also demonstrate the ability to work independently and perform functions and duties outside assignment.

The Sport-Culture Liaison will support the coaches, athletes, artists, and mission staff of Team Canada-New Brunswick throughout the Games.

Also, the successful applicant will

- Be able to work in both official languages;
- Demonstrate the ability to work independently and on a team;
- Demonstrate enthusiasm for working in a fast-paced multidisciplinary environment;
- Support and demonstrate the ability to work effectively with coaches, athletes and/or artists before and during the Games;
- Have a good knowledge of technical matters and schedules for the different sports and/or cultural disciplines;
- Maintain excellent, ongoing communication with the sport teams and/or the artists and the Chef de Mission;
- Have the ability to establish ties and build solid partnerships with key stakeholders;
- Become familiar with Team Canada-New Brunswick policies, including the Code of Conduct and disciplinary procedures.

Last of all, the successful applicant will support Team Canada-New Brunswick and establish excellent communication with the Chef de Mission and the rest of the mission staff.



Media and Communications

The successful candidate will be an integral part of Team Canada-New Brunswick communications. He or she will play a leadership role in raising awareness of the successes of Team Canada-New Brunswick leading up to and during the 2017 Games of La Francophonie. He or she will help execute a broad range of communications, engagement, and awareness initiatives, including photography, results, website, social media, medal ceremonies, news releases, and developing human-interest articles prior to and during the Games. The successful applicant will work with the team's webmaster, who will be based in Fredericton, N.B., during the Games.

The successful applicant will demonstrate excellent interpersonal and communications skills and the ability to adapt quickly to exceptional circumstances. He or she will demonstrate the ability to work independently, meet sometimes very tight deadlines, and perform tasks that go beyond the initial job description.

Written and spoken competence in French and English is essential.

Also, the successful applicant will have the following qualities:

- Strong communication and leadership skills;
- Experience in the communications environment;
- Good writing skills;
- Ability to communicate with the NB media;
- Ability to generate media coverage of Team Canada-New Brunswick;
- Ability to prepare profiles of the team members;
- Ability to write news releases during the Games;
- Ability to help organize news conferences and media interviews;
- Interest in the Games and enthusiasm for working in a multidisciplinary environment;
- Ability to develop a media guide;
- Ability to coordinate social media platforms (Facebook, Twitter, YouTube, etc.);
- Familiarity with the policies of Team Canada-New Brunswick, including the Code of Conduct and disciplinary procedures.

Extensive knowledge of amateur sport and the arts sector in New Brunswick will be considered an asset.



Operations and Logistics

The successful applicant for the Operations and Logistics position will provide general support for Team Canada-New Brunswick and all its components. The key responsibility of this position is supervising mission control operations throughout the Games. The successful applicant will work closely with the Chef de Mission before the Games on managing operations and logistics, including accommodations, travel, accreditation, registration, mission office, sports and cultural equipment, and uniforms.

Also, the successful applicant will:

- Have strong interpersonal, communication, and organizational skills;
- Be able to perform several tasks at once;
- Have some knowledge of amateur sport and/or the arts sector in NB;
- Demonstrate an interest in the Games and enthusiasm for working in a multidisciplinary setting;
- Be able to work independently and on a team;
- Have a desire to perform functions and duties outside assignment;
- Demonstrate an ability to provide services of excellent quality for Team Canada-New Brunswick;
- Have an excellent knowledge of French and English.

During the Games, the Operations and Logistics person will have the following responsibilities:

- Manage the tasks of the Team Canada-New Brunswick mission office;
- Update the status of different social media (Facebook, Twitter, YouTube, etc.);
- Work with the management team on supervising all Games logistics, including accommodations, transportation, registration, telephones, sports equipment, works of art, and uniforms;
- Direct Team Canada-New Brunswick's efforts concerning the planning and promotion of initiatives for recognizing teams and special events;
- Coordinate mission staff travel throughout the Games;
- Deal with any emergency situations that may arise;
- Work with other mission staff members of the Canadian delegation on organizing certain tasks and on logistics;
- Perform other duties as needed to support Team Canada-New Brunswick;
- Organize Team Canada-New Brunswick's mission office (before, during, and after the Games);
- Manage an information register and a mail system;
- Look after word processing, photocopies, email, etc.;
- Manage and transfer all telephone calls, faxes, and emails;
- Coordinate cash expenditures;
- Answer questions from coaches, athletes, artists, mission staff, and volunteers as best as possible;
- Distribute and collect room keys, passports, etc. for all team members and maintain an occupancy list;
- Distribute information and material, if necessary (managers and mission staff and other delegations);
- Become familiar with the policies of Team Canada-New Brunswick, including the Code of Conduct and disciplinary procedures.