



**S P O R T M E D I C I N E & S C I E N C E**  
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### **Contract Executive Director**

**15 hrs/week**

**August 15, 2022 – August 15, 2023**

**Sport Medicine and Science Council of Manitoba**

The Sport Medicine and Science Council of Manitoba (SMSCM) is a not-for-profit organization currently seeking a pro-active, energetic, part-time Executive Director who will lead the organization. The SMSCM is a cooperative forum of medical, paramedical, and sport science provider groups organized to meet the needs of Manitoba's sport, recreation and fitness communities. Reporting to a volunteer Board of Directors, the Executive Director will be responsible for the successful leadership and management according to the strategic direction of the Sport Medicine and Science Council.

The Executive Director position requires:

- Experience in initiating, planning, implementing and evaluating programs, services and events.
- Experience in policy development and grant submissions.
- Ability to demonstrate good judgment and decision-making skills.
- Ability to develop and coordinate current and new program initiatives.
- Ability to demonstrate administrative, financial and human resource management skills.
- Ability to communicate effectively both written and orally.
- Ability to work with the public and partners in an effective and courteous manner.
- Experience in working with a community based not-for-profit and working with a Board of Directors and committees.
- Familiar with sport development including Long Term Development model.

A University or College degree in Recreation, Sport or Event Management as well as relevant work experience is preferred.

Salary range of \$22-\$24 hr

All interested individuals are encouraged to apply, however only selected candidates will be contacted for interviews. Applicants should submit a resume with references and cover letter in confidence to the Selection Committee: [sport.med@sportmanitoba.ca](mailto:sport.med@sportmanitoba.ca) no later than 4:30pm CDT July 15, 2022.