



**CORA IVF Program Manager  
Contract Description / Posting**

**Contract Posting: CORA IVF Program Manager**

**Organization: Canadian Outrigger Racing Association (CORA)**

**Position Title: CORA IVF Program Manager**

**Employment Type: Part-Time, Term, Contracted**

**Location: Remote, with travel as required**

**Reports To: CORA Board**

Application Deadline: 9 February 2024

Applications can be sent, including CV and 1-page cover letter,  
to [info@canadianoutrigger.ca](mailto:info@canadianoutrigger.ca)

**Position Summary**

The Canadian Outrigger Racing Association (CORA) requires a Program Manager to oversee Canada's participation in International Va'a Federation (IVF) events. This part-time year-round role will manage CORA's annually revolving IVF Sprint and IVF Distance responsibilities through effective administration, coordination and communications that support Canada's national teams, CORA club teams and solo athletes, both in preparation and event participation. The position will manage all aspects of CORA's participation in IVF events, ensuring ongoing organization and communication throughout the entire process.

**IVF Events**

The IVF hosts outrigger sprint world championships and outrigger distance world championships in alternating years at locations in different host countries each year. The championships extend over a two week period during the summer (typically in August). Due to the race divisions and eligibility criteria, the sprint championships are a significantly larger event than the distance championships, with approximately 300 Canadian athletes participating in the



sprint event and approximately 70 Canadian athletes participating in the distance event. The athlete selection process starts approximately 11 months prior to each year's world championships. The 2024 World Sprint Championships will be held in Hilo, Hawaii in August 2024, the 2025 World Distance Championships will be held near Rio de Janeiro, Brazil in August 2025 and the 2026 World Sprint Championships will be held in Singapore in June 2026. The Program Manager will be required to attend each IVF world championships in person at CORA's expense for the duration of the events, commencing with the 2024 World Sprint Championships in Hilo, Hawaii.

### **Key Responsibilities**

- **Athlete Recruitment:** The Program Manager will be required to manage the athlete application process, issue communications (via e-mail, the CORA website and social media channels), respond to athlete enquiries, maintain the athlete database, follow-up on fee payment and deficient applications, and liaise with CORA's IVF advisory, selection and coaching committees and CORA's Treasurer.
- **CORA Event Management:** The Program Manager will be required to plan, organize and manage CORA selection, coaching and training events at locations in Canada, such as time trials and coaching camps, at the direction of CORA's IVF advisory, selection and coaching committees, including booking facilities, canoes, coach boats, course markers and other equipment, securing volunteers and timing officials. The Program Manager will also issue communications and provide support to athletes attending these events. Domestic travel, at CORA's expense, may be required.
- **IVF Event Support:**
  - **Pre-Event Support:** The Program Manager will be required to be familiar with IVF rules and procedures and administrative requirements for registering athletes and crews at IVF world championship events. The Program Manager will communicate to athletes the requirements for registration at IVF events and will complete, or oversee the completion by athletes, and submit to IVF on a timely basis, all documentation required to register Team Canada athletes for IVF events. The Program Manager will issue communications, keep athletes apprised of all developments, and respond to athlete enquiries prior to IVF events.
  - **Team Uniforms:** The Program Manager will oversee the design, procurement and distribution to athletes of Team Canada uniforms at the direction of the CORA IVF advisory committee.
  - **On-Site Event Support:** The Program Manager will be required to attend each IVF world championships in person and will serve in the role of "Area Coordinator" and will liaise with IVF officials, including filing or responding to any race result protests. The Program Manager will establish social media or other communications channels to communicate event-related information to athletes on a real-time basis at the race site, including information regarding opening and



- closing ceremonies, race times, schedule changes, race results, race advancements, award ceremonies, and on-site transportation, food and facilities.
- Post-Event Support: The Project Manager will issue communications publicizing Team Canada's results at the IVF world championships. The Project Manager will also invite feedback (e.g. surveys / questionnaires) from athletes and volunteers in order to provide insights and recommendations to the CORA board.
  - Financial Management: The Program Manager will support the CORA Treasurer's responsibilities relating to budgeting, the payment of event expenses and the collection of athlete fees.

### **Required Skills & Experience**

- Knowledge of amateur sport, preferably with a demonstrated understanding of outrigger or other paddle sports and national and international competition.
- Communication expertise: skills in social media, general and personal communications.
- Leadership abilities: skills in leadership, negotiation, independent management, planning and organization.
- Problem-solving skills: competency in conflict management and critical thinking.
- Commitment: ability to commit to an initial 18-month contract, covering both World Sprints and Long Distance Race cycles, with options to renew.
- Canadian passport, at the Project Manager's own expense.

### **Desirable Skills**

- Experience as a participant or support person in at least one international sporting event.
- Digital workflow: requirement to adhere to CORA's secure cloud-based computing environment; familiarity with social media management and committee / team / event correspondence.
- Understanding of coach/athlete dynamics, though the role does not involve direct coaching.

### **Basic Terms of Engagement**

- The Program Manager role is a paid independent contractor position, appointed by and accountable to the CORA Board of Directors.
- The successful candidate (the "Contractor") will be required to execute an independent contractor agreement with CORA.
- The Contractor will perform the duties and responsibilities described above and such other other duties and responsibilities as may be assigned by the CORA Board of Directors from time to time, and may not subcontract any portion of the services.



- The Contractor will be retained for an initial 18 month term, unless earlier terminated, with options to renew for successive periods of 12 months each.
- The Contractor will perform the services in a competent, professional and efficient manner and will determine the manner and procedure for performing the services, subject to the applicable deadlines, time requirements and other reasonable requirements of the CORA Board of Directors.
- The Contractor will be responsible for providing office space, computer equipment, office supplies and telecommunications needs as required to complete the services, at the Contractor's own expense, unless otherwise agreed to be provided by CORA.
- CORA will pay to the Contractor a fee of \$25,000.00 per annum, pro-rated for any partial calendar year during the term, in consideration for the performance of the services, plus applicable taxes. The fee shall be payable monthly in arrears in Canadian funds, within 30 days after receipt of the Contractor's invoice.
- CORA will reimburse the Contractor, in accordance with CORA's reimbursement policies and limits, for reasonable costs of accommodation, travel and meals actually incurred while attending CORA events and IVF events, provided that such expenses are approved in advance by the CORA Board of Directors, and subject to the submission of applicable receipts.
- The fee and the reimbursement of expenses will be the full and complete compensation to the Contractor for all services rendered regardless of the time expended.
- The Contractor will be required to maintain the confidentiality of athletes' personal information.
- Each party will have the right to terminate the independent contractor agreement for convenience on 90 days prior written notice or for the uncured default of the other party.

### **Application Process**

Qualified candidates are invited to submit a curriculum vitae and a cover letter detailing their experience no later than 9 February 2024 to [info@canadianoutrigger.ca](mailto:info@canadianoutrigger.ca).

CORA is committed to fostering a diverse and inclusive environment. We welcome all qualified Canadian citizens to apply.