

## Western Regional Coordinator

### Department of Fisheries, Tourism, Sport and Culture Sport, Recreation and Physical Activity Division Location – O’Leary

#### Full-Time Classified Position (Commencing Immediately)

The [Department of Fisheries, Tourism, Sport and Culture](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#)

This position is responsible for providing leadership and support in the areas of sport, recreation and physical activity by working with government departments, municipalities, communities and non-government organizations in the advancement of the priorities in these sectors.

Duties will include:

- Developing working relationships with the leaders of the various partners and attending meetings with key stakeholders;
- Bringing advice, information and/or conducting research to support the activities the partners;
- Linking work to existing funding or support programs offered by government or other partners;
- Maintaining a working knowledge of the Canadian Sport Policy, the Framework for Recreation in Canada and the Common Vision for Physical Activity documents and their deliverables;
- Working in partnership with provincial organizations to determine the priorities around these documents and the plans to see their advancement across the Province;
- Supporting efforts for growth in these areas at the local and regional level;
- Participating on various regional/provincial/national committees and boards;
- Responding to general requests as it relates to all things sport, recreation and physical activity from local organizations, groups and individuals;
- Delivering presentations around the benefits of living an active and healthy lifestyle;
- Providing leadership on major game files such as the Canada Games, Acadian Games, North American Indigenous Games and Francophone Games;
- Monitoring and evaluating contribution agreements provided to partners;
- Ensuring content on divisional web page is up to date and pertinent for clients;
- Responding and analyzing requests to various funding programs and making recommendations for follow up;
- Developing briefing notes and Legislative statements;
- Analyzing data collected from various partners through funding and contribution agreement programs; and
- Other duties as required.

#### Minimum Qualifications:

- University degree in Recreation Management, Sport Management, Kinesiology, or a related field;
- Considerable experience in group facilitation;
- Experience in program development;
- Experience in project management;
- Experience in Microsoft Office, Social Media platforms and websites;
- [Demonstrated equivalencies will be considered.](#)
- Knowledge of Canadian Sport Policy, National Recreation Framework, Physical Activity Framework and Indigenous Sport Development;
- Ability to work collaboratively with partners/stakeholders;
- Strong interpersonal and leadership skills; and
- Strong oral and written communication skills.

#### Other Qualifications:

- Knowledge of the Canadian Sport System;
- Knowledge of PEI’s Municipality Configuration; and
- Knowledge of the region’s assets, geography and key community and organizational leaders.

**This competition may be used to fill future job vacancies.**

**Please Note:** Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

**Salary Range:** \$33.49 - \$41.85 per hour (Level 17 UPSE) (\$65,306 - \$81,608 annually)  
**Bi-Weekly Hours:** 75.0 hours bi-weekly  
**Posting ID:** 161513-0224FTPI  
**Closing Date:** Friday, May 10, 2024 5:00 p.m.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return application forms to the PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, CIA 7N8. Applications may be sent by fax to (902)368-4383. **DUE TO THE FACT THAT RECEIPT OF APPLICATIONS BY FAX CANNOT BE GUARANTEED, APPLICANTS TRANSMITTING THEIR APPLICATIONS BY FAX MAY WISH TO CONFIRM RECEIPT BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting I.D. number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.jobspei.ca](http://www.jobspei.ca). Forms may also be obtained by contacting any PEI Government Office, ACCESS PEI Centre, Regional Services Centre, or by telephoning 368-4080.