



## Sport Dispute Resolution Centre of Canada

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**Application Deadline:** October 18, 2024

**Starting Date:** As soon as possible

**Position:** OSIC Program Coordinator - Contractual position until March 31, 2025

The Sport Dispute Resolution Centre of Canada ("SDRCC") is a not-for-profit service organization created by the Physical Activity and Sport Act (S.C. 2003, c.2) (the "Act") with the mandate to provide to the sport community a) a national alternative dispute resolution service for sport disputes; and b) expertise and assistance regarding alternative dispute resolution. On July 6, 2021, the Federal Government designated the SDRCC to deliver an independent safe sport mechanism at the national level. As a result, the Abuse-Free Sport program and the Office of the Sport Integrity Commissioner ("OSIC") were created and began operations on June 20, 2022. The OSIC is a functionally independent division of the SDRCC that administers the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (the "UCCMS") under the Abuse-Free Sport program.

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### OSIC Program Coordinator

The Centre is looking to hire a full-time temporary employee to support the delivery of the Office mandate until March 31, 2025. The Office's place of business is currently located in the Montreal, Quebec region, and the successful candidate will be expected to work primarily remotely (with occasional in person meetings).

Responsibilities: The OSIC Program Coordinator will be responsible to:

- Responsible for the diligent and timely case/complaint management of assigned complaints, reports and requests received by the OSIC;
  - Perform initial review of incoming complaints, reports and/or requests and collects necessary information to assess jurisdiction and authority, as needed;
  - Gather information in relation to assigned complaints, reports and sport environment assessments;
  - Provide initial assessment and communicate recommendations for senior review and approval;
  - Prepare relevant draft notices and communications to parties, independent investigators/assessors and/or Abuse-Free Sport functions for senior review;
  - Coordinate and when relevant, attend meeting with parties or independent investigators/assessors in assigned complaints, reports and requests and provide relevant information regarding the process, demonstrating a trauma-informed ethic of care;
  - Prepare internal draft reports, notes, and various notices for assigned complaints, reports and assessments, as directed;
- Maintain the case management software up to date in relation to assigned complaints, reports and requests;
- Contribute to the development and ongoing improvement of case management standard operating procedures, document templates and best practices;
- Assist in the development of resources relating to the OSIC services;
- Assist in the preparation and execution of different presentations, events or activities organized by the OSIC;
- Ensure alignment between assigned initiatives and other initiatives of the OSIC and Abuse-Free Sport.

Skills & Qualifications:

This position requires thoroughness and attention to details; excellent analytic skills; a degree of autonomy in performing certain case management related tasks; an understanding and commitment to a trauma-informed ethic of care and a demonstrated ability to exercise great discretion, ethical duty and confidentiality and comfort working in a busy, team-driven and fast-paced environment.

The candidate will:

- Be comfortable working in a bilingual environment (FR/EN: written and spoken) with excellent writing skills and fluency in either one official language;
- Hold a bachelor's degree and/or completed or advanced legal education (paralegal, legal technician, law degree, etc.);
- Have 2-3 years of relevant work experience in a case management, legal, administrative or judicial environment.

The following are also considered strong assets for this role:

- Relevant case management, complaint management and/or investigation experience;
- Familiarity with human rights, criminal and/or matters involving youth;
- Familiarity with trauma-informed ethic of care;
- Familiarity with Canadian amateur sport system.

Conditions:

Occasional evening or weekend work may be required.

The Centre is committed to building a skilled, diverse workforce reflective of Canadian society. It promotes employment equity and encourages candidates to indicate voluntarily on their application their gender identity or expression, if they are Indigenous, a member of a visible minority group or a person with a disability.

The Centre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise us of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

If you meet the above qualifications, please forward your resume, in confidence, to the contact information below. **The Centre will only contact the shortlisted candidates. No telephone inquiries please.**

**Salary Range:** To be discussed, commensurate with qualifications and experience.

**To apply:** Please send a cover letter and a curriculum vitae to [applications@crdsc-sdrcc.ca](mailto:applications@crdsc-sdrcc.ca)