



Join the movement: Girls in sports are empowered for life!

Fast and Female is seeking an Event Coordinator in Alberta

ABOUT FAST AND FEMALE

- Fast and Female is a not-for-profit organization led by two great ski competitors and friends - Chandra Crawford, an Olympic gold medalist from Canada and Kikkan Randall, 4x Olympian and World Champion from the USA.
- Our Vision: "A positive, empowering environment for girls in sport."
- Our Mission: "Keep girls healthy, happy and active in sport through their teens."
- Fast and Female hosts fun-filled, non-competitive events all over North-America. The events come in small (custom events), Medium (Champ Chat) and Big (Summit) sizes. Champ Chats (3 hours), Summits (6-7 hours), Custom Events, and Girl's Runs (in British Columbia and Alberta only)
- Participants meet inspiring female athletes at the Olympic, national and elite level, develop general athleticism, make friends and learn strategies to overcome barriers to continued participation in sport. Parents and coaches enjoy seminars from various experts in youth sport development.
- Visit www.fastandfemale.com for more info.

ROLE

- Event Coordinator, Province of Alberta
- Reports to Program Director
- Works collaboratively with Ontario, British Columbia, and Nova Scotia Program Managers and Event Coordinators

KEY GOALS

- The Event Coordinator plays a key role in planning and delivering successful, safe and inspiring Fast and Female events in the given region for female youth participants, parents, coaches and sports leaders throughout the year. The person in this position shares our vision for a positive, empowering culture for girls in sports. The role consists of executing the event coordination and marketing with support from our Canmore-based team to ensure that events are professionally run, meet Fast and Female's event quality standards, and offer a unique and empowering experience to all participants. The candidate is accountable for building relationships with key stakeholders in the given region such as ambassadors, sports clubs, provincial sports organizations, and national sports organizations.

ACCOUNTABILITIES

- Strategy/High level planning
 - Involved in the planning process with the Fast and Female management team with regards to the calendar of events in the given region, the site selections, event budgets, media plan and event guidelines (standards)
 - Develops strategic relations with key NSO's for the planning of events in the short and long term.
- Event planning
 - Develops and maintains the event budget
 - Establishes key contacts with the local host clubs
 - Ensure event contract is signed with local host club and being honoured throughout the event
 - Assists in the creation of event committees
 - Partakes in all event committee meetings and plays an active role in those meetings to ensure that Fast and Female's interests are met
 - Develops and maintains critical path event documents
 - Develops and maintains event run sheet
 - Identifies and liaises with the event ambassador to keep them in the loop with event details
 - Works closely with the event committee to ensure that all necessary resources are gathered for the event
 - Ensures that all insurance coverage is in place and waivers signed for the safe execution of the event



- Event communications & marketing
 - Collaborates with all Fast and Female staff to ensure effective and proper pre-event communications to key stakeholders
 - Works with marketing staff to develop event poster and promo material
 - Establish online registration page (monitor the registration page)
 - Develop and execute event specific media plan.
 - Coordinates with partners/sponsors for on-site activation opportunities
 - Ensures Fast and Female on-site brand activation are optimized
 - Support social media efforts (take photos, write posts during events)
- Event hosting/delivery
 - Prepares all material (banners, gear...) for shipment to the event.
 - Travels to events in advance to complete site walk, meet with event committee and confirm any final event details
 - Works with the event committee to prepare the venue for the event
 - Oversees event flow / assist with all troubleshooting
 - Coordinates onsite ticket sales
 - Act as a Fast and Female spokesperson at the event (public speaking/talk about Fast and Female, introduce ambassador)
 - Helps with teardown
- Merchandise sales events
 - Coordinates with the Retail Program Coordinator for the preparation of merchandise to be sold at events
 - Ensures that event committee will have sufficient resources allocated to merchandise sales
- Event wrap up
 - Oversees event debrief with event committee
 - Ensures post-event participant online survey is sent and review results
 - Creates a post event report to share with event sponsors
 - Shares event outcomes with the Program Director and Executive Director
- Communications/Media
 - Oversees event promotion on social media and ensures broadcast on all Fast and Female online communication channels (website, newsletter)
- Ambassador Program
 - Helps with growing the ambassador program by recruiting new prospects within given area

DESIRED KNOWLEDGE & SKILLS

- Current or past competitive sporting experience (either as an athlete, coach, or as an event planner)
- Strong events planning and hosting experience
- Spreadsheet management a requirement (Excel)
- Strong interpersonal/people skills
- Strong communication skills
- Basic accounting
- Strong social media comprehension and skills

DESIRED WORK STYLE

- Strong ability to work independently
- Self-directed
- Team Player
- Attention to details
- Can-do attitude
- Flexible mindset
- Honest
- Dependable



TOOLS OWNED BY CONTRACTOR

- Laptop Computer
- Microsoft Word, Excel and PowerPoint
- Skype
- Scanner/printer
- Cell Phone
- Wireless on the road coverage
- Long distance coverage
- Vehicle or access to a vehicle large enough to transport event signage

COMMITMENT

- Contractual, part-time work
- Ability to work on a need basis (requires a highly flexible candidate)
- Must be willing to work on weekends and evenings on occasions
- Must be willing to travel to events within the province

WORK ARRANGEMENT

- Base commitment of organizing 1 Champ Chat in March (30 hours), 2 Champ Chats in May (50 hours each) and a Run in May (50 hours) with the potential for more events.
- Hourly rate of \$20 per hour.

PREFERRED LOCATIONS

- Canmore or Calgary preferred

APPLICATION DEADLINE

- March 1st

APPLYING

- Interested applicants should send a cover letter along with their résumé to Kelsey Robin, Executive Director: krobin@fastandfemale.com
- Only selected candidates will be contacted. We thank all applicants for their interest.