

**Job Title:** Coordinator of Partnerships, Events & Initiatives  
**Department:** Athletics  
**Campus:** Thunder Bay, ON  
**Status:** Part Time, 10 month contract  
**Job Category:** Schedule II

**Date Posted:** August 24, 2023  
**Closing Date:** September 7, 2023

## Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

## Job Duties

### Partnerships

- Secure external partnerships and execute contracts
- Work with Assistant Athletic Director and Athletic Director to support major sponsors
- Cultivates partnership, alumni, and cross-departmental relationships
- Oversee athletics alumni engagement, communications and contributions

### Events

- Event planning, coordination and management for Lakehead Thunderwolves Volleyball & Basketball
- Leads event staff through hiring, onboarding, scheduling and game day execution
- Assure partnership deliverables are executed on game day
- Generate and execute ideas to drive student and community engagement
- Supports in the execution of Athletic's philanthropic projects and events within the community
- Outline marketing and communication needed to promote special events and varsity schedules

### Initiatives

- Assist in engaging FT and PT staff, varsity athletes, clubs, and other in adopting an EDI lens
- to sport and employment
- Implements, monitors progress and reports updates on various revenue stream generation
- Provide support to ongoing projects within the Athletics Department
- Identify, coordinate and document training opportunities for FT staff, PT staff and athletes including Safe Sport, Athlete Wellness, First Aid and others

# Employment Opportunity

- Provide support to the Assistant Athletics Director across various portfolios to ensure synergies within the department
- Other duties as required

## Qualifications

- Diploma/Degree in Business, Sports Management or applicable field
- Excellent written and verbal communication skills
- Strong attention to detail
- Knowledge of Google Suite Programs and Canva
- Experience or training in EDI, Safe Sport & Team Building considered an asset
- Exceptional critical thinking & problem solving skills
- Ability to lead a team & work independently

## What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

## How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

**We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.**

**Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements**