



Career Opportunity

Centre national multisport - Montréal

The Centre national multisport – Montréal (CNMM), partnering with other Canadian Sport Centres, provides support for high-performance athletes and coaches working to achieve world-class performances by offering programs and services that are appropriate to their needs. Over 450 athletes and 15 training groups of international calibre are currently receiving medical and scientific services through 120 sport science and sport medicine specialists identified by CNMM. Our mission is to help high performance athletes and coaches achieve excellence, with an emphasis on personal development, so they can maximize their potential to achieve top international performances. We are seeking an enthusiastic and motivated individual to join our team.

Program Officer , Medical Services

Reporting to: Director, Sport Medicine

Duties:

Under the supervision of the Director, Sport Medicine, the Program Officer ensures the administration and the coordination of the Sport Medicine Services of the Centre national multisport - Montréal (CNMM) Medical Clinic.

The main duties of the position are: to host athletes and sport medicine specialists at the clinic, to implement a management system for the medical data and appointments at the medical clinic, , to provide the administrative support to the Director, Sport Medicine, to coordinate logistics for sport medicine services provided to the High Performance Training Groups at evaluation camps and trips , to manage the medical inventories to ensure ongoing clinic operations , to coordinate sport science specialists schedules and meetings and to enter the test data.

Qualifications:

Post Secondary Degree in Administration or in Office System Technology. Post Secondary Certificate in Medical Transcript is an asset. A combination of training and relevant experience will be considered. A minimum of five (5) years of experience in a medical environment or a related field. Weekend availability and work scheduling flexibility is required. Excellent abilities with information technology tools (Microsoft Office Suite). Excellent oral and written French language skills. Very good oral and written English language skills. Strong abilities in program and services development and implementation. Knowledge in budget management. Knowledge of high performance sport environment, of provincial and national high performance sport system. Strong interest in amateur sport in Canada.

Duration: Permanent position

Location: Montréal - Centre sportif du Parc Olympique

Hours: 35-hour work week

Start date: September 2011

Salary: Entry level salary is at \$33 000 plus a benefits program will be offered to the successful candidate.

Deadline: **Monday, August 1st 2011, 4 PM**

Application: Please send your resume, with covering letter, to emploi_cnmm@multisport.qc.ca, indicating the position title in the subject line. Please don't call. We thank all candidates for their interest towards our organization. However, please note that we will only contact the candidates who have been selected for an interview.

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