



Coordinator, Sport Competition Systems & Technical Support Position Description

AB | NT | NU

Position Type: Part-time
Location: Hybrid
Reports To: Manager, Events

Position Overview

The Coordinator, Sport Competition Systems & Technical Support plays a key role in delivering high-quality events and competitions across the Skate AB | NT | NU Section. This role is responsible for managing and supporting the Section's central competition registration platform, providing technical support for competition technology, and ensuring the readiness and functionality of equipment used in figure skating competitions and events. The role also supports AGM voting system setup and administration. The Coordinator ensures reliable and effective event and competition execution through proactive technical management and responsive support.

The Organization

Skate Alberta/Northwest Territories/Nunavut (Skate AB|NT|NU) is dedicated to supporting and promoting excellence in the delivery of safe, inclusive, quality skating programs, events and developmental opportunities for all levels of skating.

Vision

Inspiring everyone to experience the joy of skating and pursuit of personal achievement

Mission

Skate AB | NT | NU will support and promote excellence in the delivery of safe, inclusive, quality skating programs, events and developmental opportunities for all levels of skating.

Values

Collaboration. Excellence. Inclusion. Integrity

For more information, please visit our website: www.skateabnwtnun.ca

Key Responsibilities

Central Registration & Data Management

- Manage and maintain the Section's central competition registration system (Uplifter), which includes competition/event setup, updates, support for users, and generate reports as required.
- Coordinate collection, formatting and distribution of technical requirements such as Planned Program Content (PPC) forms and music uploads.
- Monitor registration deadlines, capacities, and waiting lists to ensure fair and efficient participation and compliance with event announcements.
- Manage the Central Registration email and provide timely response to inquiries (support troubleshooting, provide clarification or forward inquiries to the appropriate person for response).
- Maintain and update the Section competition pages (inc competition results), uploading registration links, event documents, and livestream feeds.
- Monitor digital assets and ensure integration with Uplifter, livestream platforms, and registration portals as needed.
- Collaborate with the Communications Coordinator to ensure accurate and timely information sharing.



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Competition Equipment & System Maintenance

- Perform routine software updates, including Windows operating systems and scoring systems (CSS).
- Oversee inventory, maintenance, setup, and transportation of event-related equipment such as laptops, printers, networking devices (routers and switches), cables, music systems, microphones, livestream and video replay systems (video cameras, encoders, etc).
- Ensure post-event equipment return, maintenance, and repacking are completed to Section standards, and missing or damaged inventory is recorded and reported to the Director, Sport Development and/or Executive Director.
- Create and maintain competition equipment setup documentation and checklists for consistent deployment.

Onsite & Remote Technical Support

- Provide technical assistance, onsite and remotely, addressing competition equipment hardware/software issues and ensuring timely resolutions, ensuring proper equipment functionality and reliability.
- Ensure seamless networking and setup of competition equipment at venues and remote locations.
- Onsite set up and troubleshoot livestream and video replay equipment, including cameras, cables, and streaming encoders at livestreamed events (eg. Section Championship Events).
- Configure and test livestream software, ensuring it integrates with relevant scoring, registration, and broadcasting systems.
- Establish and maintain secure wireless network connectivity for technical systems at events.
- Provide onsite support to troubleshoot unexpected technical issues involving software and hardware integration, often in real-time event environments.
- Coordinate with other staff and volunteers to ensure operational success of the competition technical systems.

Annual General Meeting (AGM) & Voting System Support

- Prepare for Section AGM voting using the designated electronic voting platform (eg Simply Voting).
- Provide registration and voting system support and troubleshooting leading up to and during the AGM to ensure smooth voting and delegate participation.

Working Conditions

- Hybrid work environment with a combination of office, home-based, and in-field activities.
- Travel as required for key events or meetings.
- Availability for evening meetings and weekend/multi-day events is required.
- Valid driver's license is an asset.
- Occasional heavy lifting is required (50-70 lbs) related to equipment management and setup.

Qualifications

- Post-secondary education or technical training in information technology, sport administration or a related field is considered an asset.
- Demonstrated experience in the setup and technical support of event livestreaming and audiovisual systems.
- Competence with vMix livestream and video replay software and understanding of IP/network configuration.
- Ability to troubleshoot computer hardware/software in a high-pressure, live event environment.
- Proficiency in registration platforms and Microsoft Office, with using Uplifter and Simply Voting considered an asset. Intermediate or Advanced proficiency in Microsoft Excel is required.
- Working knowledge of Windows-based systems and software update procedures.
- Experience maintaining and troubleshooting computers, networks, and printers.



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- Experience with content management systems and basic website editing tools (e.g., WordPress).
- Strong organizational and problem-solving skills with a keen eye for detail and equipment care.
- Effective communication skills, both written and verbal. Ability to communicate technical information effectively to users with varied experience levels is required.
- Ability to manage multiple deadlines and event deliverables with a proactive and flexible approach.
- Comfortable collaborating with a variety of stakeholders including volunteers, coaches, officials, technical staff, and vendors.
- Familiarity with figure skating competition formats and technical systems is an asset.

Deadline to apply

Monday August 25, 2025

How to apply

To express interest in an available role within Skate AB | NT | NU please email executivedirector@skateabnwtun.ca with reference to the role you are applying for within the Subject line.

Please include a resume, cover letter, contact information and best method / time to reach you.

All applicants will be contacted within five (5) business days of the close of applications.