



# Looking for **REAL HORSEPOWER**

# WE'RE HIRING

## **POSITION:** Program Coordinator

**Get to Know Us:** Standardbred Canada is a not-for-profit association and the national breed registry for the standardbred horse with over 6000 members. We serve our horses and members by recording pedigrees and racing statistics for the Canadian harness racing industry and being a news leader with a very active website and monthly *Trot Magazine*. Standardbred Canada also organizes industry events such as the National Driving Championship, O'Brien Awards, and National Caretaker Appreciation Day.

**Culture:** At Standardbred Canada our corporate values promote Honesty, Ownership, Respect, Service to Others and Excellence. Our success is powered by people and technology. We champion diversity and always look for ways to put more pace into the sport. Our employees are the real horsepower of the association and are always at the core of who we are and what we do.

**Location:** 2150 Meadowvale Blvd, Mississauga, Ontario

### Summary of Position: • **Program Coordinator**

Standardbred Canada's Member & Stakeholder Relations department is seeking an enthusiastic professional to join our team as a Program Coordinator. This position requires extensive writing and multimedia creation for industry-related content and marketing materials. You will help coordinate association programs, plan national webinars, and facilitate industry partnerships. The ideal candidate will excel in Microsoft Office, particularly Excel and Word, and possess excellent communication skills.

#### **Responsibilities:**

- Assist in the coordination of association programs and activities.
- Write industry-related content for multiple initiatives and events.
- Create multi-media digital assets.
- Support the development of marketing and promotional materials.
- Create standard surveys for membership engagement.
- Assist in the planning and execution of national webinars for member benefit.
- Facilitate industry partnerships through promotional giveaways.
- Collaborate with provincial, national, and international Standardbred organizations and governmental bodies to coordinate programs when needed.
- Other duties as assigned by the Member & Stakeholder Relations Department.

#### **Qualifications**

- Proficient in Microsoft Office, with advanced skills in MS Excel and PowerPoint.
- Effective writing abilities based on knowledge of the harness racing industry.
- Experience in marketing, including video tutorial creation.
- Ability to contribute to projects aimed at enhancing operational efficiency and consistency.
- Capable of working both collaboratively and independently to achieve shared objectives.
- Excellent oral, presentation, and written communication abilities.
- Demonstrated tenacity and persistence in meeting deadlines.
- University degree or college diploma, or equivalent relevant experience.

#### **What We Can Offer for All Your Hard Work?**

- Health and Insurance Benefits
- Work from Home Opportunities
- Competitive Salary
- Fast paced working environment

### **JOIN OUR TEAM • APPLY NOW TO**

Jade Regina, Manager, Member & Stakeholder Relations  
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**Applicant Closing Date: July 31, 2024**

*We thank all those who apply but only those applicants who are selected for an interview will be contacted.*