The National Organising Committee (NOC) for the FIFA U-20 Women’s World Cup Canada 2014™ is looking to fill the position of Coordinator Ground Transportation. Recognized as the most important international competition in women’s soccer, the FIFA Women’s World Cup™ is the largest women’s sporting event in the world. In 2011, the Canadian Soccer Association was awarded the right to stage the 2015 edition of this prestigious competition, as well as the rights to host the FIFA U-20 Women’s World Cup Canada 2014.

The Coordinator Ground Transportation will support the processes essential to the successful delivery of National Ground Transport Plan. This position will work with the Manager, National Transportation, to assist in the overall implementation of the requirements of the Competitions Department. They will help develop these processes, train and support venue transport staff on their use and assist in the reconciliation of them after the event.

DUTIES & RESPONSIBILITIES

As part of the Competitions Division for the FIFA U-20 Women’s World Cup Canada 2014, the Coordinator Ground Transportation be responsible for the following aspects, but not restricted to:

- Ensuring all venue teams are trained and aware of all ground transportation policies and procedures are consistently followed by each host city.
- Assist in the development of tracking systems for management of fleet vehicles and their use by staff or volunteers (e.g. log sheets, maintenance reports)
- Administration of the fuel management program and providing tracking and reports as required.
- Primary operator of the FIFA Transport and Protocol Services (TPS) system.
- Requesting required signage, equipment, documentation, stationary etc. in a timely manner to support the processes of the department.
- Creating driver packs and instructions for required routes at the HQ venue. Coordinating the delivery, commissioning, and return of assigned Value In Kind (VIK) and rental vehicles at the national office.
FIFA U-20 Women’s World Cup Canada 2014
National Organizing Committee
Job Description – Coordinator, Ground Transportation

- Ensuring all ground transportation policies and procedures are consistently adhered to in each city and any issues are raised to the Manager, National Transportation (NTM).
- Receiving, scheduling and delivering Requests for Transport from the HQ delegates and supporting requests from multiple departments at the HQ regarding ground transportation. Providing daily reports (e.g. TPS, Fuel, issues).
- Training and supervising the Volunteer Driver pool based at the HQ venue, adhering to the volunteer guidelines and code of conduct.
- Providing support to curbside management of the bus and limo services at the HQ hotel.
- Coordinate the administrative logistics for replacement vehicles, fuel cards across all official host cities.
- Escalating any concerns or issues to the NTM in a timely manner.
- Coordinate the return of any fleet vehicles during and after the final match.
- Coordinating the transportation tear-down of the HQ venue post-event and return to Ottawa.
- Reconciliation of all processes including final reports and lessons learnt across all official host cities.

REQUIRED SKILLS, EXPERIENCE & ABILITIES

- Diploma or degree in sport management, logistics, administration, or other related field. A combination of relevant academic qualifications and experience may be accepted.
- Proven experience in event management.
- Demonstrated ability to work in a fast-paced, team oriented environment.
- Highly resourceful, organized and communicative.
- Strong organisational skills, time management and attention to detail required.
- Resilient and able to handle high stress situations.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated ability in database management.
- Bilingualism (English / Français), will be considered an asset.

PLEASE NOTE

- Applicants must have a valid clean driver’s licence (no major incidents within last three years).
- All applicants must be legally entitled to work in Canada at the time of application.
- Contract position, without benefits. No relocation expenses will be provided.

Please forward your résumé, cover letter and salary expectations to:
nicola.matun@fwwc2015.ca

Only those selected for an interview will be contacted. Thank you.