



Coordinator, Road & Trail Running Athletics Ontario Job Posting

Position Title: Coordinator, Road & Trail Running

Contract Type: Part-Time (20–30 hours per week)

Application Deadline: February 3, 2026

Location: Remote (with potential local engagements)

Position Overview

Athletics Ontario is seeking a Road & Trail Running Coordinator to support the development and growth of Athletics Ontario's Road & Trail running initiatives. This role provides administrative and communications support to the Road & Trail Manager, and contributes to key areas including membership promotion, race sanctioning, insurance administration, newsletter creation and event promotion.

Key Responsibilities

Administration & Communications

- Support the rollout of a new data management system
- Support the approval process for sanctioning, insurance, and membership applications
- Maintain and update Athletics Ontario's website (Wix platform), and monthly newsletter
- Create, schedule and monitor social media content to support Athletics Ontario initiatives, increase engagement, and grow membership

Stakeholder Relationship Management

- Build and maintain relationships with Ontario-based run clubs and participating members
- Develop and maintain strong relationships with current and prospective race organization members (race directors)
- Assist with onboarding new race organizations and provide ongoing support and resources
- Support and contribute to Athletics Ontario's Athlete Ambassador Program

Event Support

- Represent Athletics Ontario at key road & trail races through on-site booth activations and promotional initiatives
 - Coordinate booth logistics and promotional materials, ensuring a professional and engaging presence
 - Assist with championship planning and delivery
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Skills & Qualifications

- Strong administrative, organizational, and time-management skills
 - Proficiency with Microsoft Excel
 - Demonstrated experience managing social media platforms and digital communications
 - Strong written and verbal communication skills
 - Ability to manage multiple projects and priorities within tight deadlines
 - Strong interpersonal skills and ability to build relationships with diverse stakeholders
 - Interest in, and understanding of, the Ontario road and trail running community
 - Ability to work independently and take initiative in a dynamically changing environment
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How to Apply

Please submit a **resume and cover letter** with subject line **Coordinator, Road & Trail Running Application**

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