

**Position:** Sailing Event Coordinator

**Department:** Sailing Department



Embark on an exhilarating journey with the Royal Canadian Yacht Club (RCYC), an esteemed institution renowned globally for its commitment to excellence in competitive sailing and sports. Nestled in the heart of downtown Toronto, our Island and City Clubhouses offer an unparalleled blend of sophistication, and adventure.

**What we offer:**

- Health and Wellness Benefits: Comprehensive health insurance coverage including medical, dental, EAP and vision plans to ensure the well-being of our team members.
- Retirement Savings Plan: Generous RRSP (Registered Retirement Savings Plan) matching program to help you plan for your financial future.
- Employee Events: Regular team-building events, social gatherings, and appreciation activities to foster camaraderie and a positive work culture.
- Tuition Reimbursement and Training Programs: Support for continuing education and professional development, empowering you to expand your skills and advance your career.

**POSITION SUMMARY:**

Join our team as an essential member, reporting directly to the Director of Fleet and guided by the Director of Sailing. Your role is vital in ensuring the smooth operation of the Sailing Office, where coordination, communication, and administrative finesse are key. Dive into an exciting environment where your contributions enhance the sailing experience for our community every day.

**RESPONSIBILITIES:**

- Coordinate and execute thrilling sailing events with meticulous planning.
- Craft engaging event promotions tailored to our programs and bespoke experiences.
- Assist in developing innovative sailing events that leave a lasting impression.
- Create compelling communications that resonate with our members.
- Build strong partnerships with Club Fleets to elevate our offerings.
- Support the growth of our Race Management volunteer program.
- Collaborate with Membership & Marketing teams to amplify the RCYC experience.
- Source and manage awards, swag, and event materials to exceed expectations.
- Provide support across various Club endeavors directed by the Sailing Office.

**QUALIFICATIONS:**

- Knowledge of sailing/boating is preferred.
- 1-2 years of event planning and/or coordination experience.
- Strong communication, problem solving, organizational, decision making and interpersonal skills.
- Team player who actively participates in a group to meet its goals & objectives.
- Excellent customer service and communication skills
- Demonstrates high attention to detail & keen graphic eye.
- PCOC & First Aid or willingness to obtain.

**HOURS OF WORK:**

- Full-Time (40 hours per week) position.
- Actively involved in Sailing Events – must be able to work extended hours when deemed necessary – including evenings, holidays and weekends.
- Able to work at both RCYC locations (141 St. George & on the Island- launch at 150 Cherry St)

**ACCOMODATION:**

*RCYC is proud to be an equal opportunity employer committed to a diverse and inclusive workplace. We ensure that all individuals are treated equally, respectfully and with integrity. We welcome resume submissions from all qualified applicants and thank you for your interest in the Royal Canadian Yacht Club. If accommodations are required, please contact Human Resources directly. All information received will be addressed confidentially.*

Interested applicants please email your resume to Colin Clark- [colin.clark@rcyc.ca](mailto:colin.clark@rcyc.ca).