



Position Title: Logistics/Fit-Out/Decommissioning Lead

Reports to: Venue Operations Lead

Join The Team:

Halifax (K'jipuktuk) is hosting the 2020 North American Indigenous Games (NAIG) in July 2020 which will be the largest multi-sporting event to be held in Nova Scotia. Marking the first time the Games will be held in Atlantic Canada, this event will take place over eight days from July 12 – 18, 2020, and will include more than 5,000 Indigenous sport and cultural youth participants from over 756 nations in 16 sporting disciplines. Events will be held at various locations in Halifax Regional Municipality and Millbrook. 2020 will mark the 10th edition of the Games.

What's Involved:

The Vteam Logistics Lead will work particularly close with the Logistics Chair, VTeam Lead, Sport Lead, to effectively coordinate and implement an overall Logistics plan at the assigned venue. This will include the fit-out (pre-event) and decommissioning (post-event).

The overall planning and delivery of logistics services will be handled at the central warehouse and on venue re-stocking needs will be communicated from the venue logistics lead to the warehouse.

- Establish and maintain open communication between Logistics Committee and the Venue Team Lead.
- Work with volunteers to manage the onsite storage, restocking, general repairs and security needs.
- Lead contact for all contractors with goods on site including portable toilets, fencing, tents, pipe and drape and other items as required.
- Collaborate with warehouse and transportation leads to coordinate pick-up and drop-off of goods
- Ensure clear reporting of any security issues on venue and ability to enact security plan
- Manage deliveries and pick ups during commissioning and decommissioning of venue and manage on-site fit-out volunteers as needed.
- Work with the venue to ensure any additional waste management needs incurred to the Games are taken care of.

Skills/Knowledge:

- Excellent planning, problem solving and organizational skills
- Ability to work effectively with others
- Strong sense of leadership
- Ability to make quick decisions in potentially stressful situations
- Supervisory experience in logistics is a plus

Time Commitment:

- Monthly committee meetings from August 2019 - May 2020, moving to weekly in June 2020
- Weekly tasks averaging 5-7 hours per week depending on scope of role and time of year
- Available for periodic training meetings
- In person, on site availability from July 12 - July 18, 2020.
- Availability 3-5 days post games to assist with venue decommissioning

To Apply:

Contact Courtney Gilfoy at Courtney.Gilfoy@naig2020.com or 902-717-1475