EsportCanada.org
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National Lead, Project Delivery & Special Initiatives (Edu/K-12)

Organization: Esports Canada
Division: Edu (K-12 Education)
Location: Remote (Canada)
Position Type: Volunteer
Reports To: Chief Executive Officer/Director of Education

About Esports Canada

Esports Canada is the National Sport Organization for competitive gaming in Canada. Our mandate is to lead, develop, and promote a safe and inclusive esports ecosystem through the implementation of a Long-Term Development (LTD) framework. From grassroots community play to the high-performance podium, we are committed to establishing national standards for coaching, officiating, and athlete pathways. As the voice for esports both domestically and internationally, Esports Canada works in collaboration with provincial and territorial partners to ensure competitive gaming is accessible, equitable, and excellence-driven for all Canadians.

Role Purpose

The National Lead, Project Delivery & Special Initiatives (Edu/K-12) serves as the operational backbone for Esports Canada's Scholastic Division. This executive role translates high-level strategic priorities into executed national programs, multi-district pilots, and educational initiatives. Balancing educator buy-in, student safety, and operational excellence, the National Lead coordinates cross-functional teams across tournament operations, brand partnerships, and community engagement. Designed to accommodate experienced project leaders or high-performing post-secondary student leaders in project management, sports administration, or education programs, this role provides senior executive mentorship while driving national scholastic infrastructure forward.

Core Strategic Responsibilities

1. K-12 Project Lifecycle & Operations Management

- Oversee end-to-end planning, execution, and monitoring of national K-12 projects, including seasonal tournament cycles, teacher-coach workshops, and provincial pilot programs.
- Develop cross-functional project schedules, work breakdown structures, and milestone tracking frameworks tailored to school board operating calendars and academic years.
- Coordinate project workflows between internal functional leads (Competitions, Marketing,

Community Engagement) to ensure synchronized program delivery.

2. Competitions & Scholastic Delivery Integration

- Partner with the tournament operations team to ensure project schedules align with competition timelines, game publisher approval milestones, and lobby moderation readiness.
- Track operational compliance with Safe Sport guidelines, student fair play standards, and match-day support protocols across all school-facing initiatives.
- Lead post-event reviews and project debriefs to continuously refine competition workflows and teacher-coach onboarding toolkits.

3. Marketing, Sponsorship & Asset Alignment

- Coordinate project deliverables associated with co-branded sponsorship activations, ensuring all partner assets align with student safety guidelines and non-profit ethics.
- Track marketing deliverables, promotional campaign schedules, and educational content releases (such as digital citizenship toolkits and career pathway guides).
- Gather project performance analytics and KPI data to support sponsor ROI reporting, grant proposals, and executive board presentations.

4. Community & District Implementation Support

- Facilitate roll-out plans for school board outreach programs, parent town halls, and student advisory panel initiatives.
- Maintain central project documentation repositories, district onboarding guides, and provincial liaison communications to ensure consistent execution across regions.
- Serve as the central point of contact for operational inquiries from partner school districts, provincial sport organizations (PSOs), and educator committees.

Requirements, Experience & Skills

- **Education & Credentials:** Completed post-secondary degree OR active enrollment in an accredited Canadian post-secondary institution (undergraduate, graduate, or teacher-college candidate) in Project Management, Business Administration, Sports Management, Education, or a related field. PMP, CAPM, or Agile certifications are considered strong assets.
- **Experience & Leadership Pathways:**
    - *Professional Path:* 2+ years of progressive project management or program delivery experience within Canadian non-profits, education systems, or sport management organizations.
    - *Post-Secondary Student Path:* Demonstrated leadership in campus organization project management, student council execution, tournament coordination, or

community initiative planning.

- **Governance & Safeguarding Literacy:** Familiarity with student safeguarding principles, Safe Sport frameworks, and Canadian youth privacy regulations (e.g., PIPEDA, provincial privacy acts).
- **Technical & Organizational Proficiency:** Strong mastery of project management tools and collaborative remote communication platforms.
- **Mentorship & Mentee Readiness:** Ability to mentor junior project volunteers, with executive-level mentorship provided by the Executive Team to support post-secondary appointees.

Process of Review & Selection

1. **Phase 1: Application Review** – Evaluation of submitted resume, cover letter, and representative portfolio of project management artifacts (e.g., project plans, charters, or campaign roadmaps).
2. **Phase 2: Virtual Panel Interview** – Scenario-based evaluation assessing project governance, multi-stakeholder scheduling, risk management, and alignment with Canadian amateur sport principles.
3. **Phase 3: Appointment** – Candidate recommendation to the Executive Team, followed by a formal Letter of Offer.

Application Submission Details

Applications are open from **November 1, 2026** to **November 30, 2026.**

Please submit your resume and a brief cover letter outlining your interest in Education (K-12) esports to **matt.kovacs@esportcanada.org**.