SAULT STE.MARIE

Where you belong.

General Manager,

Ontario Winter Games

approximately 16 months

Wage Range: $83,908 annually
Job Posting: 105-124-2026
Department: Community Development & Enterprise Services
Division: Tourism & Community Development
Hours: 35 hours/week
Status: Temporary Full Time
Posted: October 30, 2026
Closing Date: November 13, 2026, at 4:30 pm

Lead Excellence. Strengthen Community Outcomes.

The General Manager (GM), Ontario Winter Games 2028, will be responsible for overseeing all aspects of the Ontario Games, which includes liaising with the Games Organizing Committee (GOC) and the community, and managing the Transfer Payment Agreement with the Government of Ontario, as well as the relationship with the Games Ontario Consultant.

What You'll Lead & Deliver

Primary Accountabilities include, but are not limited to:
General

- Work with GOC Chair to recruit volunteer chairs for the GOC, as well as volunteers for all committee areas.
- Lead monthly GOC meetings.
- Organize bi-monthly or monthly committee area chair meetings, as well as GOC Chair and Games Ontario Consultant meetings. Meeting frequency will increase as the Games draw closer.
- Develop and manage the Ontario Games budget to ensure a break-even or surplus budget.
- Contribute, follow and reference the GM/GOC Chair critical path.
- Identify, initiate and facilitate revenue generation for the Games.
- Develop relationships and initiate on-going communications with all committees.

Pre-Games

- Act as the ambassador of the Games.
- Determine office space and any needed support staff for the Games.
- Prepare and report on any grant submissions.
- Execute the Transfer Payment Agreement with the Games Ontario Consultant.
- Act as liaison with the Games Ontario Consultant, GOC, and the community.
- Work with committee area chairs to determine locations for accommodations, sport and special event venues.
- Ensure committee chairs are delivering on their roles and responsibilities.
- Organize and consolidate all information such as schedules and budgets for each committee area.
- Lead the procurement, and securing and managing of contracts for the Games.
- Troubleshoot any issues that arise surrounding the Games.

Games-time

- The GM will be based at Games Headquarters. This role will travel to all locations as support to GOC and Games time volunteers, as required.
- Lead daily update meetings.
- Submit daily reports.
- Accessible by phone and email at all times.

Post-Games

- Prepare and submit final report to Games Ontario Consultant.
- Lead post-Games debrief meeting with GOC and Games Ontario Consultant.
- Manage Legacy committee and any legacy projects determined by the committee.
- Submission of Ministry Evaluations.
- Perform other related duties as assigned.

What You Bring

Required Qualifications:

- 2 year College diploma in Sport, Recreation, Event Management or Tourism
- 3 years working in the field of sport and event management
- Demonstrated knowledge of multi-sport games
- Understanding of the regional, provincial and national sport landscape
- Ability to build and nurture relationships with external partners
- Detail-oriented and highly organized with strong project management skills
- Experience working with a variety of government, sport and community partners
- Excellent interpersonal, verbal and written communication
- Experience in budget management and report writing
- Proficiency in Microsoft Suite

Assets

- Degree in Sports Administration, Recreation or Public Relations/ Event Management
- 5 years working in sports administration / management
- PMP- Project Management Professional
- Experience utilizing event / volunteer management software
- Bilingual (French/English)

Ready to Make an Impact?

Apply Today!

Submit your **cover letter and resume** highlighting your qualifications to:

Email: human.resources@cityssm.on.ca
Subject Line: 105-124-2026 General Manager – Ontario Winter Games

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Our Commitment to Inclusion
The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.

Privacy Notice
Information collected is in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used solely for the selection process related to this posting.

What The Corporation of the City of Sault Ste. Marie Offers Its Employees

When you join the City of Sault Ste. Marie, you're not just starting a job, you're becoming part of a supportive, community-driven corporation that values its people. We take pride in creating a workplace where employees can grow, contribute, and feel valued every step of the way.

Why Choose Sault Ste. Marie?

Build Your Career Where Nature Meets Opportunity

Big-City Career, Small-City Lifestyle
Work on meaningful municipal priorities where your work has a direct impact and you can see results in the community.

An Outdoor Paradise
- Endless hiking, biking, and paddling trails
- World-class fishing and boating
- Skiing, snowmobiling, and winter adventures
- Access to Lake Superior's rugged shoreline, one of Canada's natural gems

Affordable, Comfortable Living
Sault Ste. Marie offers significantly more affordable housing compared to major Ontario cities.

A Welcoming, Growing Community
A friendly community with steady economic growth and expanding sectors including clean energy, tech, public infrastructure, and healthcare.

