



JOB DESCRIPTION

SAFETY and LOGISTICS COORDINATOR

Safety and Logistics Coordinator – Cain's Quest

The Safety and Logistics Coordinator plays a critical role in ensuring the seamless execution of Cain's Quest by overseeing all logistical and safety operations. This position is responsible for the strategic planning, coordination, and management of event logistics and safety protocols to support smooth and efficient delivery.

Key responsibilities include collaborating with local and provincial safety authorities, checkpoint operators, contractors, and both internal and external stakeholders. The coordinator will facilitate timely, cost-effective planning and execution of operational tasks, ensuring all aspects of the event meet the highest standards of safety and efficiency.

Key Responsibilities – Safety and Logistics Coordinator

Event Planning & Coordination

- Plan, coordinate, and execute pre-race and race-day events to ensure smooth operations
- Assist in the planning and execution of Start/Finish line logistics
- Liaise with helicopter contractors to coordinate flight plans
- Develop and implement parking and safety plans for all event locations

Stakeholder Engagement & Communication

- Maintain strong working relationships with racers, checkpoint leads, emergency response teams, community partners, and volunteers
- Organize and co-facilitate meetings with community representatives, safety organizations, and local authorities to share updates and operational plans
- Support sub-committees by streamlining communication and ensuring timely information flow across operational levels

Procurement & Inventory Management

- Purchase materials and supplies required for event execution
- Maintain accurate inventory and sales records to support logistical needs
- Prepare and distribute safety kits to local teams and checkpoint operators

Documentation & Reporting

- Collect and analyze data to update planning resources, including Gantt charts and board reports
- Maintain and distribute Emergency Response contact lists as needed
- Review and revise safety documentation, including protocols and procedures

Marketing & Public Engagement

- Assist in managing online forums and applying marketing strategies to promote the event

- Develop and distribute public service announcements (PSAs) related to safety and event awareness

Volunteer Coordination

- Recruit, onboard, and manage volunteers
- Maintain volunteer records and coordinate training sessions to ensure readiness

Safety Oversight

- Order and prepare safety signage and materials for local use and checkpoint deployment
- Ensure all safety materials and procedures align with established protocols

Qualifications and Requirements

- Proven experience as a Safety and Logistics Coordinator or in a related role, with demonstrated knowledge of safety, logistics and operational planning (preferred)
- Background in event planning and management, with the ability to coordinate complex activities across multiple stakeholders (preferred)
- Exceptional communication skills, with the ability to engage effectively with racers, organizers, volunteers, and community partners
- Highly organized and detail-oriented, capable of managing multiple tasks and deadlines with precision
- Strong analytical and problem-solving abilities to proactively address challenges and maintain operational continuity
- Flexible and adaptable to shifting priorities, schedules, and evolving event needs
- Ability to work independently while also contributing effectively within a collaborative team environment
- Proficiency in Google Workspace and/or Microsoft 365 will be considered an asset

Lines of Communication

- The Safety and Logistics Coordinator reports to the Manager and collaborates closely with other internal and external committees and community representatives.

Working Conditions

- This is a full-time contract position with standard working hours (35hrs/wk), Monday to Friday. The Safety and Logistics Coordinator will work in an office environment with other organizers of the event. Occasional overtime may be required to accommodate events and planning meetings.