



## Club Outreach & Para-Nordic Program Coordinator

If you are passionate about leading a fast-paced, provincial sport organization, we have an excellent opportunity for you! Nordiq Alberta (NA) is looking for a part-time **Club Outreach and Para-Nordic Program Coordinator** to lead their team. Reporting to the Senior Staff Person, the Programs and Communication Coordinator will act as a representative of Nordiq Alberta programs and services, and work to maintain and strengthen relationships with various partners and stakeholders. The **Club Outreach and Para-Nordic Program Coordinator** will manage office and administrative responsibilities and work closely with the Senior Staff Person and the Board of Directors.

The ideal candidate appreciates the opportunity to have a role that has substance and an opportunity to make a difference in cross-country skiing in Alberta. Highly motivated individuals who have a strong desire to learn and work with minimal direction are encouraged to apply. Previous experience executing a strategic plan, managing budgets, writing sponsorship and grant applications is an asset but not a must have requirement.

**Nordiq Alberta** is the provincial sport governing body responsible for overseeing the growth and development of the Nordic Sport Industry in the province. “Industry” pertaining to the progression of sport from club programs through to high performance, and all the components that are needed to get there. This could include coaching/leadership, retailers, hotels, suppliers, trail makers, events, etc. Nordiq Alberta office is located in Edmonton, Alberta and currently employs two full-time staff members.

Visit us at: <http://www.nordiqalberta.ca>

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### Summary

Working with, and reporting to the Senior Staff Person and Board of Directors (BOD), the **Club Outreach and Para-Nordic Program Coordinator** oversees all day to day activity and yearly planning for the organization.



## **DUTIES & RESPONSIBILITIES**

### **Para-Nordic Program development:**

- Works with the Board of Directors to initiate Para-Nordic ski program development in Alberta.
- Works closely and assists developing Para Nordic programming, athlete and coach development in clubs and organizations.

### **Club Outreach:**

- Develop connection with Indigenous communities and assist with cross country ski programming across Alberta.
- Work closely with Spirit North and other related programs.
- Develop Clubs' communications and outreach plan across Alberta. Assists clubs in any programming through outreach trips/camps.

### **Administration**

- Timely email and phone communication on behalf of the organization.
- Reporting back to the Nordiq Alberta office regarding projects

## **SKILLS & QUALIFICATIONS**

The ideal candidate would meet or exceed the following expectations:

- Post-secondary degree preferred (outdoor recreation, recreation or sport management preferred) or equivalent with specific program related experience.
- Extensive program planning, communications, event coordination and administration experience is required.
- Excellent interpersonal skills and good team player.
- Strong communication, organizational and time management skills.
- Outstanding customer service attributes.
- Autonomous, adaptable and proactive.
- Works with a minimum of supervision; meets deadlines and completes duties.
- Adaptable to changing work environment and demands.



- Proven leadership ability within a team setting.
- Display the following behaviors - problem-solving, commitment to excellence, collaboration, accountability, innovation, vision and adaptability.
- Excited about an opportunity of making a difference in cross-country skiing in Alberta.
- Flexible and adaptable working schedule, as required.
- Computer skills (i.e. MS Office, Google Drive & applications, database management).

**Additional skills:**

- Understanding of the provincial sport development and or Nordic Skiing system is an asset.
- First Aid & CPR 'C' is an asset
- Criminal Record Check with Vulnerable sector search must be provided
- A valid Alberta class five driver's license with 7 or fewer demerits.
- You must have your own vehicle.

**Location of employment:** Alberta wide (reporting to office located in Edmonton, AB)

**Contract period for December 1st 2021 – March 1st, 2022 based on a 24 working hours per week**

**Salary:** \$18-\$20/Hour based on qualifications and experience

Please email your resume and cover letter to [manager@nordiqalberta.ca](mailto:manager@nordiqalberta.ca) before November 15, 2021. We thank all applicants. Only candidates selected for an interview will be contacted.