



## Program & Communications Coordinator

**Nordiq Alberta** is the provincial sport governing body responsible for overseeing the growth and development of the sport of cross-country skiing in the province of Alberta. The organization is seeking a full-time **Program and Communications Coordinator** to support the day-to-day implementation of the Nordiq Alberta business plan and annual operating budget, providing communication, organization, project management and administrative services that result in the accomplishment of strategic priorities.

Reporting to the Senior Staff Person, the Program 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 Program and Communications Coordinator will also carry out administrative responsibilities in collaboration with the Board of Directors.

If you are interested in a career in sport management and are passionate about leading and making a difference in a fast-paced sport organization, the position may be a great fit for you!

### **DUTIES & RESPONSIBILITIES**

The successful candidate's responsibilities will include, but not be limited to:

- Maintaining positive working relationships with SPAR; Alberta Culture and Tourism; Nordiq Canada, Coaching Association of Canada (CAC); and other organizations that affect the ability of Nordiq Alberta to implement programs, events, and services.
- Assisting with the preparation and submission of government and other funders' grant applications, tracking grant deadlines and submissions.
- Assisting in the creation promotional and marketing materials for Nordiq Alberta.
- Keeping Nordiq Alberta databases, club registrations, and invoicing systems current and accurate.
- Maintaining and managing the Nordiq Alberta website and social media accounts.
- Supporting the logistics for coaching and officials' development courses.
- Supporting/Assisting in the planning of Alberta Cup Races, Camps and other events.
- Responding to requests for information by members and partners.
- Participating in Nordiq Alberta Board Meetings and preparing the Nordiq Alberta Annual General Meeting.



## **QUALIFICATIONS**

The ideal candidate would meet or exceed the following:

- Post-secondary degree or equivalent.
- Program planning, communications, event coordination and administration experience.
- Strong communication, organizational and time management skills.
- Works with a minimum of supervision; meets deadlines and completes duties.
- Computer skills (i.e. MS Office, Google Drive & applications, comfortable using social media sites, website management, database management).
- Excited about an opportunity of making a difference in sport in Alberta.
- Criminal Record Check (Vulnerable Sector).
- Driver's License Class 5.

In addition, the ideal candidate would, but need not, possess:

- An understanding of the provincial sport development system.
- Experience with budgeting and financial management.
- Familiarity with government funding and other forms of fundraising.
- A track record in non-profit or sports organizational development and planning.
- Knowledge of the sport of Nordic Skiing.
- Understanding of grant applications available to sports organizations.
- Standard First Aid certification.

Depending on the skillset of the successful candidate, opportunities to adjust the position may arise.

**Location of employment:** Preferably Edmonton, Alberta. Travel may be required for meetings, special events and cross-country ski races.

### **Competitive compensation and benefits.**

Please email your resume and cover letter to [manager@nordiqalberta.ca](mailto:manager@nordiqalberta.ca). Applications will be reviewed on a rolling basis until the position is filled. We thank all applicants, however only those selected for interviews will be contacted.



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

---