



Outreach Coordinator

If you are passionate about leading a fast-paced, provincial sport organization, we have an excellent opportunity for you! Nordiq Alberta is looking for an Outreach Coordinator to join their team. Reporting to the Director of Operations & Provincial Coach, the Outreach Coordinator will act as a representative of Nordiq Alberta programs and services. They will facilitate, plan, and lead outreach sessions across the province of Alberta, working with various nordic ski clubs in the process. The Outreach Coordinator will attend and assist at a variety of Nordiq Alberta events and will also be responsible for administrative and reporting duties as necessary.

Nordiq Alberta is the provincial sport governing body responsible for overseeing the growth and development of the Nordic Sport Industry in the province. 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.

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

DUTIES & RESPONSIBILITIES

The outreach coordinator will be responsible for planning and facilitating outreach sessions throughout the province of Alberta during the season. The outreach sessions will focus on being in person on the ground within communities' and would utilize the Government of Alberta's Zone Map and provide strategic outreach within each zone. Outreach entails relationship building with clubs across the province of Alberta, traveling to various locations to provide outreach sessions on a variety of topics, as well as facilitating and organizing virtual sessions (depending on topic).

SKILLS & QUALIFICATIONS

The ideal candidate would meet or exceed the following expectations:

- Knowledge and experience in cross country skiing. NCCP coaching certifications would be an asset.
- Post-secondary degree preferred (outdoor recreation, recreation or sport management preferred) or equivalent with specific program related experience



- Program planning, communications, event coordination and administration experience is required
- Excellent interpersonal skills and good team player
- Strong communication, organizational, and time management skills
- Works with a minimum of supervision; meets deadlines and completes duties
- Adaptable to changing work environment and demands
- 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.

Location of employment: Alberta wide (The Nordiq Alberta office is located in Edmonton, AB).

Contract period for November 6, 2023 - March 28, 2024 based on 35 working hours per week. We are flexible on this being a part-time or full-time position based on candidates availability.

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

Nordiq Alberta is committed to employment equity and diversity and encourages applications from all qualified individuals.

Please email your resume and cover letter to manager@nordiqalberta.ca by October 6, 2023. We thank all applicants. Only candidates selected for an interview will be contacted.