



## Club 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 a part-time Club 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, and work to maintain and strengthen relationships with various partners and stakeholders. The Club Outreach Coordinator will manage office and administrative responsibilities and work closely with the Senior Staff Person and the Board of Directors.

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:

- 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
- 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 January 31, 2023 - April 31, 2023 based on 24 working hours per week.

**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](mailto:manager@nordiqalberta.ca) before January 25, 2023. We thank all applicants. Only candidates selected for an interview will be contacted.