



Sports Program Coordinator - Sports & Recreation

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 Sports Program Coordinator - Sports & Recreation to join our team. Reporting to the Director of Operations & Provincial Coach, the Sports Program 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 Sports Program 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 Sports Program 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
- 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
- Experience with Para-Nordic or Para-Sports Programming would be an asset
- Computer skills (i.e. MS Office, Google Drive & applications, database management)

Additional skills:

- Post-secondary degree preferred (outdoor recreation, recreation or sport management preferred) or equivalent with specific program related experience is an asset
- 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).

Salary: \$15.50 per hour

Contract period for July 2, 2025 - August 26, 2025 based on 35 working hours per week. This position is funded through Canada Summer Jobs so it is required that the applicants are between 15 and 30 years of age (inclusive) at the start of employment.

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

Please email your resume and cover letter to info@nordiqalberta.ca by June 17, 2025. We thank all applicants. Only candidates selected for an interview will be contacted.