



Program and Communications Coordinator – Cross Country Alberta

Are you passionate about Cross Country Skiing in Alberta? This is your opportunity to make a tangible and positive difference in the sport. Cross Country Alberta is looking for an experienced coordinator to take on the role of Program and Communications Coordinator based in Edmonton.

You must possess excellent interpersonal and communication skills, and enjoy planning events, as well as updating the CCA website, social media, and the weekly newsletter.

A natural leader and task-oriented, you will appreciate an opportunity to work in a flexible environment, and to be able to work autonomously while performing daily administrative tasks, such as timely communication via email and phone on behalf of the organization (at times could be remote, and laptop and cellphone based). Compensation includes benefits and generous holiday policy.

The core responsibilities of the Program and Communications Coordinator position included:

Primary Responsibilities

Communication

- Keeps CCA data-base, club registration, and invoicing systems current and accurate.
- Creates and maintains Zone 4 data base events registration.
- Assists clubs with Zone 4 questions and/or concerns.
- Maintains and manages the CCA website, the e-newsletter “Nordic News” and social media sites.
- Supports the development and delivery of membership communications.
- Responds to requests for information on CCA by the public, CCA members and partners.
- Communicates with, camp and program participants and clubs to ensure timely information and follow up.
- Liaises with the Sport Manager to support the delivery of CCA communications

Agency Liaison

- Maintains positive working relationships with Alberta Sport Connection (ASC); Alberta Culture and Tourism; Cross Country Canada (CCC); Coaching Association of Canada (CAC); CCC National Training and Development Centre Canmore; WinSport; and all other outside agencies and organizations that affect the ability of CCA to implement programs, events and services.



Administration

- As delegated by the Sport Manager – delegates work to, and supervises part-time staff, intern students, contractors and volunteers
- Plans, Organizes and Implements, with the BOD and SM input, CCA Annual General Meeting (AGM) preparations including, but not limited to the following:
 - Invitations
 - Board Reports
 - Compilation of AGM Package
 - Preparation of Special Resolutions
 - Management of Board Nominations
- Assists with the production and distribution of CCA Reports
- Assists with the preparation and submission of government and other funders' grant applications, tracking Grant deadlines and submissions.
- Creates promotional and marketing ideas for CCA
- Timely email and phone communication on behalf of the organization

Competitive Skier Development

- Coordinates all aspects related to the organization of CCA's athlete, coaching and officials' development programs, camps and events.
- Communications with Alberta Teams, including the Alberta Development Team and the Alberta Ski Team, about the athlete selection criteria, team events and reports.
- Supports the management and distribution of team uniforms and supplies.
- Prepares awards and supplies for the CCA events, including the Alberta Cups, Alberta Provincial Championship and other events.
- Implements communications and registration procedures for provincial and national Games Teams, including the Alberta Winter Games, Arctic Winter Games, Canada Winter Games.
- Other team support duties as delegated by the Sport Manager.

Leadership

- Responsible for keeping the "The Locker" coaching data-base current. Liaison with the CCC office, CAC and the Sport Manager to implement changes and assist coaches in maintaining their information.
- Ensures the officials' data base is current. Liaison with the CCC office and the Sport Manager to implement changes and assist officials in maintaining their information.
- Supports the logistics for all coaching and officials' development courses and work experience opportunities.



Qualifications

1. Postsecondary degree preferred (outdoor recreation, recreation or sport management preferred) or equivalent with specific program related experience
2. Extensive program planning, communications, event coordination and administration experience is required.
3. Strong team player.
4. Detail- oriented
5. Autonomous, adaptable and proactive.
6. Willingness to work in a flexible, task-oriented environment.
7. Passionate about cross-country skiing, and excited about an opportunity of making a difference in cross-country skiing in Alberta.

Knowledge, Skills and Abilities

1. Understanding of the provincial sport development system is an asset.
2. Excellent interpersonal skills and strong communications skills.
3. Computer skills (i.e. Word, PowerPoint, Excel, Google mail and applications, comfortable using social media sites, website management, database management).
4. Strong interpersonal team work, organizational and time management skills.
5. Effective media relations skills.
6. Works with a minimum of supervision, meets deadlines and completes duties.
7. Outstanding customer service attributes.
8. Adaptable to changing work environment and demands.
9. A valid Alberta class five driver's license with 7 or less demerits.
10. Provide a Criminal Record Check.

Salary and Benefits:

Salary based on experience and qualifications \$38,000 to \$42,000 for the full time office position of 40 hours a week. Preferred hours would be Monday to Friday 9:00 am to 5:00 pm

Submission Process:

Only those selected for an interview will be contacted. Submit resume by October 2, 2017 to: Michael Neary Sport Manager manager@xcountryab.net

Cross Country Alberta office is located:
11759 Groat Road, Edmonton AB
T5M 3K6