

# Program & Communications Coordinator

## Cross Country Alberta



If you are passionate about leading a fast-paced, provincial sport organization, we have an excellent opportunity for you! Cross-Country Alberta (CCA) is looking for a full-time **Program and Communications Coordinator** to lead their team. Reporting to the Chair of the Board, the Program and Communication Coordinator will act as a representative of CCA programs and services, and work to maintain and strengthen relationships with various partners and stakeholders. The Program and Communications Coordinator will manage office and administrative responsibilities and work closely with the Board of Directors.

The Program and Communications Coordinator implements the CCA Business Plan, within approved policy and the annual operating budget, providing communication, organization and project management and administrative services that result in the accomplishment of strategic priorities. This individual is responsible for maintaining positive working relationships with board members, member clubs, and all agencies and individuals who impact the association's ability to deliver programs and services.

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. Previous experience executing a strategic plan, managing budgets, writing sponsorship and grant applications is an asset but not a must have requirement.

**Cross Country Alberta** is the provincial sport governing body responsible for overseeing the growth and development of the Nordic Sport Industry in the province. "Industry" meaning the progression of sport from club programs through to high performance, and all the components that are needed to get there. This could include coaching/leadership, retailers, hotels, suppliers, trail makers, events, etc. CCA office is located in Edmonton, Alberta and currently employs two full-time staff members.

Visit us at: [www.xcountryab.net](http://www.xcountryab.net)

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### Summary

Working with, and reporting to the Board of Directors (BOD), the Program and Communications Coordinator oversees all day to day activity and yearly planning for the organization.

This position manages and directs Cross Country Alberta services, policies, legislation, financial sustainability and staff. The Program and Communication Coordinator initiates all yearly grants

and funding proposals and acts as a liaison between CCA and the Alberta Sport Connection (ASC), Nordiq Canada (NC), Para-Nordic, Spirit North, and any other relevant outside agencies and organizations that impact CCA's ability to implement and manage programs successfully.

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## **PRIMARY RESPONSIBILITIES**

### **Communication**

- Keeps CCA database, club registration, and invoicing systems current and accurate.
- Creates and maintains Zone 4 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 (Instagram, Facebook, and Twitter).
- Supports the development and delivery of membership communications.
- Respond 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.
- Participates in the CCA board meetings and maintains a productive and informative relationship with the CCA Board of Directors
- Passionate about reaching the goals of the CCA strategic plan to enhance and maintain the CCA brand.

### **Agency Liaison**

- Maintains positive working relationships with Alberta Sport Connection; Alberta Culture and Tourism; Nordiq Canada, Coaching Association of Canada (CAC); National Training and Development Centre Canmore; and all other outside agencies and organizations that affect the ability of CCA to implement programs, events and services.
- Represents CCA on Nordiq Canada Committees as delegated by the Board of Directors.

### **Administration**

- Supervises intern students, contractors and volunteers
- With the BOD direction, plans, organizes and implements, the CCA Annual General Meeting preparations including, but not limited to the following:
  - Invitations
  - Board Reports Package: production and distribution of CCA Reports
  - Preparation of Special Resolutions
- Assists with the preparation and submission of government and other funders' grant applications, tracking grant deadlines and submissions.

- Works with the Sport Development Coordinator to complete all funding/grant requirement reports on timely manner.
- Works with the Sport Development Coordinator to create promotional and marketing materials for CCA.
- Timely email and phone communication on behalf of the organization.

### **Leadership**

- Responsible for keeping the “The Locker” coaching database current. (Training is provided).
- Liaison with the Nordiq Canada office, CAC and the Sport Development Director to implement changes and assist coaches in maintaining their information.
- Ensures the officials’ database is current. Liaise with the Nordiq Canada office and the Board of Director to implement changes and assist officials in maintaining their information.
- Supports the logistics for all coaching and officials’ development courses and work experience opportunities by scheduling workshops.
- Creates and maintains the Learning Facilitator contracts and expense claims.

### **Revenue Development:**

- Work with the Marketing Director on fundraising, sponsorship and membership drives.
- Grants – Manage deadlines and applications with assistance as necessary

### **Financial Management:**

- Understand the CCA annual budget and monitor actual spending compared to budget and notify the BOD of any significant concerns or discrepancies as they arise.
- Work with the BOD Financial Director and bookkeeper to present monthly budget reports and the annual budget at the AGM.

### **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.

**Additional skills and requirements:**

- Excellent interpersonal skills and good team player.
- Strong communication, organizational and time management skills.
- Outstanding customer service attributes.
- Effective media relations skills.
- Autonomous, adaptable and proactive.
- Works with a minimum of supervision; meets deadlines and completes duties.
- Adaptable to changing work environment and demands.
- Proven leadership ability within a team setting.
- Display the following behaviors - problem-solving, commitment to excellence, collaboration, accountability, innovation, vision and adaptability.
- Excited about an opportunity of making a difference in cross-country skiing in Alberta.
- Flexible and adaptable working schedule, as required.
- Computer skills (i.e. MS Office, Google Drive & applications, comfortable using social media sites, website management, database management).
- A valid Alberta class five driver's license with 7 or fewer demerits.
- Provide a Criminal Record Check with Vulnerable sector search.

**Additional Assets:**

- Understanding of the provincial sport development system is an asset.
- Experience with budgeting and financial management.
- Knowledge of strategic planning and the ability to lead strategic planning processes.
- Familiarity with government funding applications and other forms of fundraising would be an asset.
- Experience with Board of Directors collaboration and reporting.
- Track record in non-profit or sports organizational development and planning would be an asset.
- Knowledge of the sport of Nordic Skiing would be an asset.
- Background in sports administration, marketing and promotion techniques would be an asset.
- Understanding of grant applications available to sports organizations would be an asset.

**Location of employment:** Edmonton, AB. 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 [coordinator@xcountryab.net](mailto:coordinator@xcountryab.net) **by May 5<sup>th</sup>, 2019.**

We thank all applicants. Only those selected for interviews will be contacted.