



### **Admin and Marketing support for Sea to Sky Nordics**

We're looking for someone who is passionate about Nordic sports – skinny skis, flying through the air, and hitting targets on the range – to join our Sea to Sky Nordics team. This is a paid part-time admin and marketing support role. You'll work closely with the Sea to Sky Nordics board of directors, reporting to the President of the club.

This is a yearly position, averaging ~10 hours a week, with more time spent at key times during the year, especially in the fall and winter, leading up-to and during registration of our core programs.

Here's what you'd be working on:

- Admin and sport administration:
  - o Support the planning, organizing and administration of our Nordic programs, working with the board of directors, coaches, and volunteers, and responding to inquiries about our programs from interested and registered families
  - o Act as liaison for our skills development program (SDP) with Whistler Olympic Park and sport agencies (e.g., cross-country BC)
  - o Coordination and management of registration (Zone4) across our Nordic disciplines
  - o Volunteer and coach coordination, including the creation and admin of a new volunteer bond program
  - o Miscellaneous support for additional projects, such as grant writing, clothing registration, race administration, committee meeting support
  - o TeamSnap calendaring and admin support
- Marketing and communications
  - o Promotions to support athlete recruitment for program and club registration, as well as overall club growth
  - o Creation and distribution of monthly newsletters and club-wide emails
  - o Development and execution of a social media strategy and maintaining our social media presence across Facebook and Instagram
  - o Management of the club website

Our ideal candidate is someone who:

- Loves Nordic sports\*
- Is highly motivated, organized, efficient, goal and results-driven
- Thrives in a collaborative atmosphere, working with various teams, and people of various ages from children to adults
- Has a growth mindset, looking for areas of improvement to drive larger impact
- Is an effective communicator and listener
- Has experience in not-for-profit or sports administration
- Has experience in Marketing and Communications, including content planning, scheduling, creation, and publishing across digital channels (website, social, email, newsletters)
- Has experience working with – or aptitude for technology and willingness to learn – the following tools: Zone4, WordPress, TeamSnap, social media platforms, such as Facebook, Instagram

### **Compensation**

This is a contract position; the successful applicant will invoice the club on a monthly basis at an agreed upon rate, commensurate with experience, ranging from \$20-30/hour to a maximum of 40 hours. Additional hours can be authorized as required provided board approval is secured first.

### **How to apply**

Please email your resume and cover letter to [info@seatoskynordics.ca](mailto:info@seatoskynordics.ca).

**About Sea to Sky Nordics**

[Sea to Sky Nordics](#) is a multi-sport Nordic club based in Squamish, British Columbia, with members throughout the Sea to Sky region and Metro Vancouver. Our mission is to encourage the growth of Nordic sports in the Sea to Sky corridor, to promote and conduct competitive, recreational and social events, and to encourage and aid in the development of athletes, coaches and officials.

Sea to Sky Nordics is a sanctioned club with Cross Country Canada, Biathlon Canada and Ski Jumping Canada. We offer cross country, biathlon, ski jumping and Nordic combined programs to children and adults at the Whistler Olympic Park and at the Squamish Legacy Park. We also host major sport competitions in all four Nordic disciplines.

*\* You do not need to be an expert at any of the Nordic sports to apply for this position. But understanding them and why we love them will help ensure our continued success as a club.*