**Cross Country NWT (CCNWT) Administrator Statement of Duties** 

**Scope and Compensation:** The Administrator is a year-round, part-time position that is responsible for the overall day-to-day operations of CCNWT. As skiing is a seasonal sport, the position requires more time and effort during the Fall and Winter months and it is anticipated that theAdministrator would spend approximately 15 hours per week on CCNWT activities from September to April and about 5 hours per week from May – August.

Ultimately, CCNWT’s activities will be shared between the Administrator and a CCNWT Technical Director, who will be responsible for coach and athlete development and for providing technical expertise to the TSO. The Administrator will actively support the Technical Director in scheduling needed coach and athlete development programs. Until a Technical Director is established, the Administrator will take a more active role in scheduling.

Compensation for the Administrator is negotiablebased on experience.

**Activities & Duties**  The Administrator will be responsible for, but not limited to:

1.     *Member & Board Relations*

Serve as the primary communicator between CCNWT and: Member NWT Ski Clubs, NWT Communities; NWT Recreation Coordinators, Team NT Coaches, Sport North, Aboriginal Sports Circle, the media and others;

Organize, prepare agenda and minutes, and attend Board Meetings, Committee Meetings, the Annual General Meeting, and appropriate Nordiq Canada teleconferences;

Expand and develop relationships with individuals, groups and organizations capable of contributing to the success of the organization;

Promote the value of cross country skiing in general, and CCNWT on behalf of its membership and the people and communities of the NWT;

Develop policies and document standard operating procedures to ensure consistency and continuity in program delivery to CCNWT members;

Promote CCNWT’s role, mandate and activities, and the activities and accomplishments of NWT skiers using traditional, social and news media, in addition to administer and regularly update the CCNWT website.

2*.     Financial Management*

Working with the Treasurer and CCNWT Executive, oversee the financial status of the organization, including long- and short-range financial plans;

Ensure that financial and accounting functions are performed on a timely basis;

Ensure that all grant and funding applications and associated reports are prepared/reported on a timely basis;

Administer NWT Ski Club Funding Applications;

Leverage third party funding to support and deliver CCNWT programming; and,

Acquire sponsors and enhance partnerships.

3.     *Event & Program Coordination*

Ensure the delivery of high-quality programs and services while managing current and future growth;

Organize and administer the CCNWT outreach programs and regional and community ski development activities;

Establish and maintain inventory lists of ski and grooming equipment, and qualified coaches, instructors, officials and groomers;

Support Team NWT coaching staff for the Arctic Winter Games (AWG), Nordiq Canada National Ski Championships and Canada Winter Games (CWG); and

Support selection of Team NWT coaching staff and selection and training programs for Team NWT cross country ski teams.

**Qualifications**

*Education*

Preference given to candidates with post-secondary degree in sport and recreation, business, event management or a related field.

*Knowledge, Skills & Abilities*

Preference given to candidates with direct first-hand knowledge of cross country skiing either as a competitive or recreational skier and a proven track record of community involvement in cross country skiing.

Experience in a leadership role and an ability to work autonomously;

Clear understanding of the CCNWT governance model;

Knowledge of the political landscape of the communities of the NWT;

Knowledge/experience working in or with remote communities;

Proven ability to be a self-starter with strong problem solving and decision-making skills with an ability to think outside of the box, creating and offering effective solutions;

Excellent communication skills with a natural ability to connect with people;

Experience in pursuing sponsorship and maintaining on-going effective sponsor relationships;

Knowledge/experience with social media platforms, website management and creating electronic publications;

Proficient in the use of technology, including but not limited to: Office 365, Google Drive, accounting software, the Adobe Creative Cloud, and various social media platforms.

*Additional Requirements*

Satisfactory criminal records check, and vulnerable sector check **required with application**;

Attendance at frequent evening and weekend meetings;

And a good sense of humour!

Deadline for application is October 31, 2019.