

**STRATHCONA NORDIC SKI CLUB**  
**Job Notice: Programs Coordinator**  
**Courtenay, BC**

Job Description – Programs Coordinator, 2022/2023

The program coordinator undertakes administrative and operational planning, communication, facilitation, and reporting roles in support of the Board of Directors, club programs and the Head Coach.

**Duties and Responsibilities**

- Overall club coordination of program information and activities
- Responding to Strathcona Nordic Ski Club communications and queries.
- Coordination of club communications including website updates, social media and newsletter
- General coordination and planning support for club events.
- Coordination and assistance with club fundraising initiatives including research and preparation support for funding and grant applications.
- Support of coaching development & administration
- Support the Head Coach and Skills Development Program with planning, coordination and communications related to camps, trips, club events and related administration.
- Attend monthly Board Meetings when requested

This will be an 8-month salaried position, based on 10-15 hours per week starting in mid-October. Wage negotiable (\$23-25/hr) depending on knowledge and experience.

Interested candidates please submit resume and cover letter to Strathcona Nordic Ski Club Board of Directors at [info@strathconanordics.com](mailto:info@strathconanordics.com) by Oct 5, 2022. Only candidates selected for an interview will be contacted.