

JOB OPPORTUNITY WITH SKI NB – PART-TIME OFFICE ADMINISTRATOR

Summary

Accountable to the Board of Directors, the Office Administrator ensures the implementation of the general orientations, strategies, plans and policies of Ski NB. The Administrator ensures the efficient management of resources, programs and services to member clubs, and operations of Ski NB.

Responsibilities

In accordance with policies established by the Board of Directors, the Office Administrator assumes the following responsibilities:

- To coordinate the financial activities of Ski NB
 - Prepare financial reports
 - Administer the day to day finances
 - Coordinate financials with Sport NB bookkeeper
 - Prepare and submit the funding application to Tourism, Heritage and Culture
 - Support fundraising initiatives
- To manage the administration of the office
 - Correspondence: emails, FB messages, mail
 - Inventory of supplies and materials
 - Inquiries: Alpine Canada, club, parents
 - Distribution of information
 - Coordination of race material
- To manage Alpine Canada requirements
 - Registration of members
 - Insurance
 - Sanctioning of events
- To promote the programs and services of Ski NB
- To ensure that the following Executive-Secretary functions are available to the Board of Directors and its committees including:
 - Preparation of a draft agenda for the approval of the Board of Directors or Committee Chairperson.
 - Preparation and distribution of documentation.
 - Writing of meeting minutes.
 - Organization of meetings logistics.
- To ensure effective liaison with the media, governments, public and private sector.
- To implement the decisions of the Board of Directors.
- To assume any other relevant responsibilities assigned by the Board of Directors.

Required skills:

- Social media: Twitter and Facebook
- Ability to manage and coordinate projects
- Writing skills for documents, emails, minutes, correspondence
- Bilingual is an asset
- Knowledge of alpine skiing is an asset but not required

Salary: \$12 per hour (\$5000 per year max). Average of 10 hours per week.

Interested candidates should submit their cover letter and resume to Nicole at nicolesmith@me.com by August 15th 2016.

We wish to thank all applicants for their interest and effort in applying for this position, however, only candidates selected for interviews will be contacted.