



Ski NB

Executive Director

Job Description

Location of position: Fredericton, NB

Reporting to the Board of Directors, the Executive Director ensures the implementation of the general strategies, plans and policies of Ski NB and 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 Executive Director assumes the following responsibilities:

- Financial activities of Ski NB
 - Prepare financial reports
 - Administer the day to day finances
 - Source, prepare and submit funding applications on behalf of SkiNB
 - Support fundraising initiatives
- To manage the administration of the office
 - Correspondence: emails, social media, 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 training opportunities for all members
- 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.
- 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:

- Ability to manage and coordinate projects
- Good understanding of financials and bookkeeping
- Writing skills
- Bilingualism (English – French) is an asset
- Knowledge of alpine skiing is an asset but not required
- Social media: Twitter and Facebook

Job review and performance under 6 month probation with annual review of performance past the probation period.

Salary: \$20 per hour for 20 hours per week, 50 weeks per year (\$20,000 per year max)

Apply by email to execdir@skinb.ca

Application Deadline: October 22, 2021