



Job Posting - Come Join Our Team!

Canadian Birkie E-News:
August 2016



Event Coordinator position available at the Canadian Birkie

The [Canadian Birkebeiner Society](#) (CBS), founded in 1985, is a not-for-profit organization focused on the planning and provision of the annual Canadian Birkebeiner Ski Festival that takes place in the greater Edmonton area. Operating from an Edmonton-based office, the Festival serves to promote the sport of cross country skiing within Alberta and Western Canada through the provision of events for skiers of all ages and abilities while providing a family atmosphere. The "Birkie" is one of the largest classical cross-country ski events in Canada. In the spirit of the Norwegian Birkebeiner legend, the festival consists of five events ranging in distance from 2.5 km to 55 km. The Birkie Coordinator supports the successful planning, coordination and administration of the annual Ski Festival and all related events run by the Society.

Duties of the Coordinator include:

Provide support, advice and assistance to key volunteers including Directors of the Board and Loppet Chiefs;
Liaise with sponsors, suppliers, media, skiers and volunteers;
Assist with organizing other Birkie functions such as the Festival Banquet, Volunteer Orientation and Appreciation, Training Programs, etc.;

Assist Sponsorship Director in completing contracts with sponsors
Prepare the Birkie Newsletter;
Research and follow up on grant and fundraising opportunities;
Provide direction and support to the Board of Directors as a whole.

The ideal candidate should possess:

Post-secondary education;
Familiarity and experience with computers, software, and computer systems;
Experience in event planning and administration;
Experience in fund raising;
Experience working with suppliers to assist committees of the Board (e.g., merchandising and printed materials);
Knowledge or experience with not-for-profit societies, including an ability to work in a volunteer-based organization;
Effective time management skills and the ability to prioritize tasks;
Excellent verbal, written and communication skills;
Experience in volunteer administration;
Familiarity with and understanding of cross-country skiing would be considered an asset.

Work Schedule

Generally 22 - 25 hours a week with additional hours worked closer to the event. This position typically works from September to April.

Remuneration

This is a .6 FTE wage position based on an hourly rate of pay in the \$29 range, commensurate with experience. Probationary period will be until March 1, 2017. It is a 3-year term with the opportunity for extension.

Apply

Position will be open until Sept. 15, 2016 or until a suitable applicant is found. Please apply by email to ski@canadianbirkie.com. Only applicants invited for interviews will be contacted; thank you to all others expressing interest.

Canadian Birkebeiner February 10/11, 2017

