



# CROSS COUNTRY BC

Dec 30, 2021

## **JOB NOTICE: CCBC ADMINISTRATION & COMMUNICATIONS COORDINATOR**

Cross Country BC (CCBC), the Provincial Sport Organization for cross country skiing in British Columbia, is currently seeking to fill the position of Administration & Communications Coordinator. The successful candidate will work out of the provincial office in Vernon, BC, but depending on the candidate, a remote work location could also be considered.

**General Responsibilities.** This position is responsible for a wide range of administrative duties on behalf of the organization. The job is dynamic, has good variety, and supports our growing “sport for life” across BC!

### **A successful candidate should possess:**

- Excellent computer skills with Microsoft Office, graphics software, and ideally experience with website management and web maintenance.
- The ability to work with a high degree of independence in a very fast-paced environment and respond quickly and efficiently to inquiries.
- Excellent time management and organizational skills, as well as ability to manage and prioritize multiple tasks concurrently.
- The ability to work as a team player in a volunteer-based organization.
- The ability to produce polished communication in written and oral form.

Post-secondary education in Sport Administration, Business, or a combination of related education and experience is preferred, but not required.

This position can be a two thirds-time to a full-time position depending on the availability of the successful candidate. Starting salary will be determined based on qualifications and experience. A job description is available on request. Applications should be in the form of a letter of application, with CV and three references, submitted by e-mail to [ccbcjob@gmail.com](mailto:ccbcjob@gmail.com).

Only individuals receiving an interview will be contacted.

**Deadline to receive applications and references is Jan 23, 2022.**