

## Coordinator – Cross-Country Ski New Brunswick

### Cross-Country Ski New Brunswick (CCNB)

#### Join Our Team!



Cross-Country Ski New Brunswick (CCNB) is seeking an organized and proactive individual to join our team as **Coordinator**. This role plays an important part in coordinating provincial activities and supporting clubs and members of the cross-country ski community across New Brunswick.

The position is primarily suited to someone with strong **administrative, organizational, and coordination skills**. Experience in cross-country skiing is considered an asset but **is not required**.

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#### About Us

Cross-Country Ski New Brunswick (CCNB) is the provincial organization responsible for the development and promotion of cross-country skiing in the province. The organization supports member clubs, coordinates provincial programs, and works with sport partners to promote participation, athlete development, and the growth of cross-country skiing in New Brunswick.

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#### The Position

The **Coordinator** is responsible for coordinating the operations and programs of CCNB. The successful candidate will work closely with the Board of Directors, member clubs, and sport partners to support the implementation of organizational priorities and the development of cross-country skiing in the province.

This role is particularly suited to someone with strong **administrative management and organizational skills**.

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#### Why This Position Is Unique

- You will contribute directly to the growth of an important winter sport in New Brunswick.
  - You will work with a passionate community of volunteers, coaches, and athletes.
  - The role offers a diverse range of administrative and coordination responsibilities.
  - You will collaborate with provincial and national sport partners.
  - The position offers flexibility and encourages initiative and autonomy.
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## **Key Responsibilities**

### **Operations Coordination**

- Coordinate the day-to-day activities and operations of the organization
- Support the implementation of priorities established by the Board of Directors
- Ensure administrative follow-up for organizational files and communications

### **Club and Program Support**

- Support member clubs in delivering their programs and activities
- Assist in coordinating provincial programs and sport development initiatives
- Facilitate communication and information sharing between clubs and the provincial organization

### **Administration and Finance**

- Assist in preparing and monitoring budgets
- Contribute to financial reports and funding applications
- Maintain administrative follow-up on grants and funding programs

### **Communications and Promotion**

- Coordinate organizational communications (website, social media, newsletters)
- Contribute to initiatives that promote cross-country skiing in New Brunswick
- Maintain positive relationships with partners and sport stakeholders

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## **Candidate Profile**

- Bilingual (French and English)
- Strong communication and organizational skills
- Strong **administrative and file management skills**
- Ability to work independently while collaborating with a volunteer-based organization
- Strong time management and prioritization abilities

Experience in the sport sector is an asset **but not required**.

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## **Additional Requirements**

- Must be a **resident of New Brunswick**
  - Must hold a **valid driver's license**
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## **Working Conditions**

- **35 hours per week** with a **flexible work schedule**
- Possibility of remote work depending on organizational needs
- **Summer reduced schedule:** during **July and August**, the position operates on a **four-day work week (28 hours per week)**

Some evening or weekend work may occasionally be required for meetings or events.

**Salary:** To be determined depending on experience and qualifications.

## **Benefits**

- Life insurance
  - Long-term disability insurance
  - Prescription drug coverage
  - Dental insurance
  - Travel insurance
  - Extended health care
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## **Start Date**

The anticipated start date is **June 1, 2026**.

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**Application deadline is May 15, 2026**

## **To Apply**

Send your **CV and cover letter** to :

**Manon Losier**

President

Cross-Country Ski New Brunswick

Email: [losier.manon@gmail.com](mailto:losier.manon@gmail.com)