



## **Job Posting**

### **Communications Officer**

#### **Cross Country Nova Scotia (CCNS)**

**This is a term position contracted from January 7<sup>th</sup>– April 7<sup>th</sup>, 2019  
with the possibility for extension.**

Cross Country Nova Scotia (CCNS) is the governing body of cross country skiing in the province of Nova Scotia. At Cross Country Nova Scotia, it is our mission to inspire and empower Nova Scotians to achieve excellence, health, and participation in cross-country skiing. We do this by supporting our member clubs to promote cross-country skiing for participants of all abilities, ages and backgrounds, both recreationally and competitively.

Are you a dynamic current or aspiring communications professional? Cross Country Nova Scotia has an exciting part-time opportunity for a collaborative team player as we seek to hire a Communications Officer. The successful applicant will work primarily by distance (electronically and by telephone), with some work possibly based out of the Sport Nova Scotia building in Halifax. The Director of Communications will report to the President of the CCNS Board of Directors.

#### **Primary responsibilities:**

##### **Management of internal communications**

The successful applicant will be the first point of contact for CCNS via email and voicemail. The Communications Officer will also be responsible for forwarding inquiries to Board members and member clubs, responding to information requests as needed, and liaising with Cross Country Canada, Sport Nova Scotia, and the NS Department of Communities, Culture and Heritage.

##### **Management of external communications**

The successful applicant will work with the CCNS Board to implement CCNS' communications strategy. This will include management of, and content creation for, the CCNS website and social media channels, as well as developing and implementing other communications materials as required (e.g. press releases, promotional materials, responses to media inquiries). The Communications Officer will also work with the CCNS Board of Directors to strategically plan areas of potential growth for Cross Country skiing in Nova Scotia.

##### **Management of organizational administration**

The Communications Officer will manage some communications-related components of Cross Country Nova Scotia's administration, including:

- Member information in electronic on-line databases (Zone 4, NCCP Coach locker, mybackcheck.com, etc.)
- Administrative support to the CCNS Board, including but not limited to: attending regular board meetings, strategic planning sessions, and committee work related to communications. The successful applicant will also prepare and distribute materials for and on behalf of the board under the direction of the CCNS President.

- Managing organizational membership lists for national organizations such as Cross Country Canada
- Maintaining communication and building relationships with national and provincial sport and recreation organizations for CCNS
- Managing insurance requests for special events
- Helping to organize and promote sport events as needed
- Working with additional local, regional, and national organizational staff as required

**Additional responsibilities:**

- Attending Provincial Sport Organization (PSO) and Provincial Recreation Organization (PRO) meetings at Sport Nova Scotia as required
- Communicate with CCNS Board about relevant issues at Sport Nova Scotia, Dept. of Communities, Culture and Heritage and CCC, including policy, staff, funding, and management changes (based on email communications from these organizations)
- Under the direction of the CCNS President, research possible funding and grant opportunities available to Cross Country Nova Scotia

**Required Skills:**

- Excellent written and oral communication skills
- Experience with website management including editing and content creation
- Demonstrated experience using social media as a tool for promotions and communications
- Comfort and confidence networking with potential collaborators and funders
- Experience developing communications and promotional material
- Ability to prioritize tasks and manage time effectively
- Demonstrated organizational proficiency and ability to work independently
- Ability to take direction and work with a Board made up of volunteers

**Desired Attributes**

- Knowledge of and participation in cross country skiing and knowledge of the administrative systems for Cross Country Skiing in Nova Scotia (i.e. Nordic Ski Clubs) and Canada (i.e. CCC) is an asset
- Post-secondary education in the field of business administration, sport and recreation, communications, or public relations is an asset

**This is a term position contracted from January 7<sup>th</sup>, 2018 – April 7<sup>th</sup>, 2019 with the possibility for extension.**

**Compensation:**

\$25.00 per hour x 25 hours / month January 7 – April 7, 2019

CCNS will provide a \$250 honorarium towards computer, telephone, and connectivity costs.

**Please submit resume, cover letter and contact information for two references by 5 p.m. on December 17th by email to [ccns@sportnovascotia.ca](mailto:ccns@sportnovascotia.ca)**

**Documents should be in one file with file naming as follows:**

**LastName\_Firstname\_CCNS\_Application.pdf.**

Cross Country Nova Scotia is committed to employment equity and encourage applications from individuals in traditionally marginalized groups such as: racialized people, Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community. Diversity is a stated value of the CCNS and a strength that we seek to cultivate. It is the responsibility of every employee of CCNS to foster a culture that embraces and promotes diversity.