



Job Posting: Fernie Nordic Society Administrator

The Fernie Nordic Society is seeking qualified applicants for our Administrator Position. The Fernie Nordic Society operates two nordic ski facilities in the Elk Valley, overseeing maintenance, grooming, trail development and management of associated facilities. We also run programs for youth and adults, offering weekly ski lessons through the winter for approximately 80 kids annually.

We are a non-profit organization that relies on membership and grant funding. We maintain a membership of over 1,000 people annually, and are grateful to the 100's of hours of volunteer time that supports all of our activities. More information about our organization can be found at www.fernienordic.com/about-us/.

The FNS Administrator is a part-time contract position (15 - 20 hours on average per week), with potential for increased hours depending on the skillset of the applicant, applicant's schedule and grant availability. The position supports the following activities:

- Management of member communications (social media platforms, support newsletters)
- Grant applications and reporting
- Project management for successful grant applications
- Coordination of contracts for winter amenity operations (snow clearing, etc.)
- Support for administration of FNS Programming

The Administrator also attends monthly Board meetings.

Hourly rate starts at \$20/hr and can be adjusted depending on skills and qualifications after a 3-month probationary period and Board review. We expect to complete application reviews and have a Board recommendation by January 24th, with training and transition occurring the following two weeks.

How to Apply

Please submit your resume and cover letter to info@fernienordic.com by January 19th 2022.

Applicants should clearly state their relevant experience, recognizing that the ability to apply for and manage grant applications is a significant element to the position.