



Job Posting: Fernie Nordic Society Manager of Programs and Administration

The Fernie Nordic Society is seeking qualified applicants for our Manager of Programs and Administration Position. We invite a **resume** and **cover letter** to be sent to info@fernienordic.com by **12 PM Mountain Time, Tuesday August 25th 2026**.

The Fernie Nordic Society (FNS) was established as a small non-profit in 2005. Over the last 20 years, the club has grown significantly and now operates two nordic ski facilities in the Elk Valley, overseeing maintenance, grooming, and trail development. FNS also facilitates programs for youth and adults, offering weekly ski lessons through the winter for approximately 80 kids annually. Our race program has grown and formalized over the last decade, now supporting around 20 athletes who race at local, provincial, national and international levels. Last year, we started to introduce biathlon into our programming, and have coaches trained in new skills such as adaptive skiing.

We are a non-profit organization that relies on membership and grant funding. We maintain a membership of between 850 - 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.

As we have grown, so has our need for a formalized position to support the coordination of programs, management of grant and funding opportunities, member engagement and Board administration.

About the position:

The FNS Manager of Programs and Administration is a part-time contract position with opportunity for growth and development of the position. On average, the role would require approximately 35 hours per month, with busy months requiring over 60 hours. Depending on the skillset and successful candidate's schedule, the scope of work could be expanded.

The position supports the following activities:

- Society compliance: insurance, annual report, renewals
- Management of member communications and registration (online platform + process)
- Grant applications and reporting and project management for successful grant applications
- Coordination of contracts for amenity operations (Hut rental, snow clearing, etc.)
- Support for administration of FNS Programming - Skills Development Program, including recruitment of coaches, program scheduling, participant coordination
- As required, support for and improvement of structures and processes for membership, Board management and communications.
- Board Management – developing monthly agendas, organizing Director reports, supporting minutes and reporting. The Manager will be required to attend monthly meetings



Non-mandatory asset: Support for Masters programming. Should you be applying as an experienced nordic ski coach, we are looking to expand our Masters programming. Expansion of hours and compensation would be considered if this is a skill you would like to bring to the position. Please indicate your experience and qualifications in your cover letter and resume.

Applicants are not required to have specific skills or experience in nordic skiing, however familiarity with the administrative needs and prior experience in managing programs similar to those offered by FNS would be an asset.

Additional information:

The Manager will be provided with a laptop and all essential technology software will be covered by the club. You will work remotely and at flexible hours with the exception of our monthly Board meeting which typically occurs the 3rd Monday of the month in-person, with occasional online.

Compensation is \$27 - \$29 /hr with room for growth. Hourly rate will be reviewed after a 3-month probationary period and Board review. Salary is reviewed annually after that point.

We intend to on-board the new Manager by mid-September to allow for a two-week transition period with our outgoing Manager to ensure operations are smooth in advance of a busy season!

How to Apply:

Please submit your resume and cover letter to info@fernienordic.com by Noon on August 25th.