

Canadian Birkebeiner Society - Event Coordinator (staff)

Job Description and Terms of Employment

Key role and Reporting: The Coordinator supports the successful planning and delivery of the annual Birkie Ski Festival and supporting events and reports to the Director of Human Resources

Works with: Birkie Administrator (staff), temporary staff, volunteers and contractors

Volunteer support: Provides support, advice and assistance where required, and to the Directors of the Board and Loppet Chiefs in particular

Liaises with:

- Board of Directors and committees of the board
- Loppet Committee Chiefs
- Birkie Administrator
- Sponsors and Suppliers
- Media
- Skiers
- Volunteers

General duties include:

- Act as the “public face” of the Society to other groups, the media and the public
- Attend regular Board and Loppet Committee meetings
- Provide copies of minutes of previous meetings to Board and Loppet Committee
- Prepare correspondence for Board and committee members
- Coordinate implementation of decisions of the Board and Loppet Committee
- Prepare reports, articles, announcements for Board, committee members etc.
- Arrange meetings venue at the Birkebeiner office or alternative locations
- Attend other committee meetings if requested
- Process requests for materials such as articles, press releases, etc.
- Monitor actual expenditures and revenues within the agreed budget
- Work with Microsoft Office for word-processing, spreadsheets
- Maintain a work leger (day-timer schedule, mileage, expenses)

Pre-Event Responsibilities and Duties:

- Assist the Treasurer with budget preparation
- Assist with orientation of new key volunteers (Directors and Loppet Chiefs)
- Act as key contact person between the Society and organizations, agencies and individuals who contribute to the success of the Society
- Forward information/enquiries to appropriate Board or committee members for action
- Work with Sponsorship Director to carry out sponsorship and revenue development opportunities, including contract completion
- Research and support grant/fundraising opportunities in consultation with the President
- Work with the Marketing Director to carry out marketing and promotional opportunities
- Work with the Festival Director to deliver key Birkie festival events
- Work with the Program Services Director to arrange merchandising, awards, Zone 4, etc.

- Be alert to potential issues and opportunities that may affect the Society and ensure that proactive responses by the Board and its committees are taken

Event Duties:

- Organize and staff information table at Nordic Fair and on-site race day
- Facilitate participation of guests and VIPs at key Birkie events

Post Event Duties: As for "Before Event" but emphasis on;

- Compile final reports from chiefs and directors and facilitate a review of ideas
- Organize an evaluation meeting for late February with Board and Loppet members
- Assist in preparation of participant surveys when required
- Assist President in preparations for Annual General Meeting (annually in May)
- Prepare and submit a final Coordinator's Report for Annual General meeting
- Organize board workshops as required (5 year visioning workshop, etc.)
- Assist in Special Projects including Casino preparation when required

Major terms and conditions of employment:

- A three-year term with opportunity to extend.
- A 0.6 FTE wage-based, flex-time schedule based on Society needs. Minimal hours during the summer, approximately 5 hour days September to April, and additional time during busy winter months (approx. 1,086 hours)
- Base annual salary will be from \$29.00 per hour based on experience, less all required statutory deductions and withholdings.
- An amount of 4% of regular wages in lieu of vacation entitlement for the initial period of employment, and 6% of regular wages after five years of employment.
- Wages will be paid monthly on or before the final banking day (September to April) and as required during the summer season.
- The first 90 working days of employment will be a probationary period: During this period the Society has the right to terminate employment for any reason without notice or pay in lieu.
- The Society may terminate employment at any time without cause by providing one (1) weeks' notice or pay in lieu of notice (less all required deductions and withholdings) for each year of employment by the Society, to a maximum of ten (10) weeks
- Eligible to enroll in the Edmonton Chamber of Commerce Benefits Plan effective 90 days after the date of hire, with benefits premiums cost-shared 50/50 with the Society.
- The Society's policy is that an employee shall not have other paid employment or outside interests that would conflict with the requirements of the Society or the performance of duties.
- Agreement not to disclose any Confidential Information without the prior written consent of the Society or to make use of such information for your personal benefit.
- Performance will be reviewed on an annual basis by the Director of HR on the basis of a submitted report and feedback from members of the Board of Directors. A review of wages will also be conducted to maintain competitiveness with the non-profit sector.
- The Society agrees to compensate additional mobile and computer costs related to Society business.