

**Cross Country Canada
Assistant Administrator
Job Description**

1. **Position Title.** Assistant Administrator (AA).
2. **Reporting Structure.** The Assistant Administrator reports and is responsible and accountable directly to the Director of Administration and Communication (DAC). In addition, the Assistant Administrator will be responsive to the Director of Marketing (DM) and the Director of Events (DE).
3. **General Scope of Responsibilities**
 - 1) Assisting the DAC with the general administration of the Association, with specific responsibility on accounting and clerical functions, website and E-store management;
 - 2) Other projects and tasks as assigned.
4. **Specific Responsibilities.** The specific responsibilities of the Assistant Administrator shall include, but not be limited to, the following:
 - 1) **General Administration.** Specific duties include:
 - 1) Database and website management, to include managing the CCC web site (supervision of postings, website upgrades, etc.);
 - 2) Preparing and dispatching the CCC electronic newsletter “E-Mail Cross Connections”;
 - 3) Managing the CCC image library;
 - 4) Occasionally, providing secretarial support for meetings and travel of Board, Management Committee and staff members, and filing of key documents as needed;
 - 5) Assisting with general office functions, to include answering general inquiries and directing incoming correspondence (mail, email, and telephone), ensuring that receipt is acknowledged;
 - 6) Assisting with the shipping and receiving of material, in support of coach and athlete development programs;
 - 7) Issuing tax receipts for approved fundraising projects in accordance with CCC’s Charitable Donations Policy;

- 8) Assisting with financial management duties including A/P and A/R functions with Simply Accounting;
- 9) Assisting with weekly reconciliations of Moneris sales transactions;
- 10) Assisting with monthly reconciliations of the Association's credit card statements.
- 11) Maintaining CCC's club database updated and current, and;
- 12) Upkeep of Annual National & Volunteer Awards.

2) **Merchandise Responsibilities.** Specific duties include:

- 1) Fulfillment of CCC merchandise orders:
 - (i) Track orders through telephone, fax, e-mails and the CCC E-Store;
 - (ii) Package and ship orders; and
 - (iii) Help keep inventory of merchandise; and

3) **Events Support**

- 1) Race Calendar;
- 2) CCC and FIS Race License Management;
- 3) Assisting with Technical Package updates and events bidding processes;
- 4) Acting as a liaison with the Event Organizing Committee, including shipping and receiving;
- 5) Assisting with the management of Officials Certification records.

4) **Marketing Support**

- 1) Assuming lead responsibility for Project Podium Calendar
- 2) Inventory control of sponsor paraphernalia

5. **General Expectations.** The Assistant Administrator is expected to:

- a. Prioritize tasks and strive to achieve high standards in terms of quality and timeliness of all work products;

- b. Establish productive working relationships with other CCC staff;
- c. Contribute to the creation and projection of a CCC image characterized by inclusiveness, integrity, reliability, respect, courtesy, openness and commitment to excellence; and
- d. Ensure that all activities are closely coordinated with those of other staff so that a seamless and productive team environment is created.