

# Kawartha Nordic Job Notice



Kawartha Nordic is a cross-country ski club based in Peterborough, ON with a trail network located in North Kawartha. Founded in 1976, KN offers over 45km of classic ski trails, 25km of skate ski trails, 10km of snowshoe trails, 6km of fat bike trails and 2km of trails lit for night skiing, along with a long tradition of quality youth programs, events, races, and ski lessons. KN is a not-for-profit corporation with 1500 members and governed by a volunteer Board of Directors.

## Part-Time Communications Position

KN is seeking a Communications Coordinator to invigorate and expand the scope of our communications. This is a 5-month contract position from November 2022 to March 2023 16 hrs /week, \$1,000 monthly salary. Any questions, or a resumé with cover letter can be submitted to [generalmanager@kawarthanordic.ca](mailto:generalmanager@kawarthanordic.ca). Interviews will be conducted as qualified applications are received.

## Leadership

- Work within the context of the KN Vision, Values & Mission with an emphasis on realizing the KN Strategic Plan
- Work with the KN Board & staff to develop & design a detailed communication plan & timeline
- Work with the KN Board & staff to develop & design a detailed plan for volunteer recruitment, recognition & retention
- Collaborate as a positive & contributing member of the KN staff & volunteer team, including assisting at KN events (where not in conflict with other duties)
- Maintain & foster partnerships in the Nordic skiing, Racing & Outdoor communities
- Report to and assist the KN General Manager

## Communications & Volunteer Coordination

- Maintain & build a steady, professional & timely KN presence across multiple communication channels including social media, the KN website, email newsletters, newspaper articles & television spots
- Promote & educate on KN programs, events, accomplishments & opportunities, volunteerism, ski conditions, facilities & services
- Write & edit copy; capture, curate & edit photos & video to match modern style guidelines specific to the communication channel
- Solicit, curate & edit content from KN staff, volunteers & members for inclusion in KN communications
- Assist the General Manager with administrative duties

## Requirements

- Must have a cell phone & Internet access, and provide a Vulnerable Sector Police Record check
- Must have experience with customer service, promotion & management, while experience with Nordic skiing and/or youth would be an asset
- Must have strong professional communication, motivational & interpersonal skills, suitable to youth & adults across a variety of mediums, including telephone, written email, social media & face-to-face
- Must be organized, a proactive problem-solver, and adaptable to change while maintaining professionalism
- Must be flexible to accommodate the hours of work (16h/wk winter), and youth programs & events that most often occur on weekends
- Must be able to work regularly on-site during the operating season, but much of the work may be completed from home or elsewhere

Thank you for your interest in Kawartha Nordic.