

POSITION DESCRIPTION

October 19, 2020

POSITION:

Event Coordinator (Entry level Position)

APPLICATION DUE: November 13, 2020 by 5:00 PM

LOCATION:

Freestyle Alberta
140 Canada Olympic Road
Calgary, AB
T3B 5R5

Some office work when appropriate.
Seasonal Position

TYPE OF WORK:

Entry Level contract position. Ideal for candidates looking for Event organization experience and looking to break into the sports world.

The Event Coordinator will be responsible for assisting FA clubs and the organization with event/competition hosting activities.

WORKING CONDITIONS:

- Working remotely.
- Working indoors within an office environment when appropriate.
- Working outside at Competitions when appropriate
- Working during regular business hours on weekdays and at competitions on weekends.

ABOUT FREESTYLE ALBERTA:

In partnership with Freestyle Canada and the freestyle skiing community, Freestyle Alberta works to develop, promote and coordinate the sport of Freestyle Skiing for people of all ages throughout the province of Alberta by providing programs and services that encourage participation at all levels.

STRUCTURE:

Under supervision by the Executive Director, the Event Coordinator will:

- Book transportation and accommodation for judges/ officials at National and FA run events
- Manage trailer bookings
- Be the face of Freestyle Alberta at Provincial events
- Work with local LOC to distribute bibs, medals and event registration
- Send event registration to Head coaches
- Maintain and report on event trailer inventory
- Post on FA social media page
- Work with judge and officials committee to have Judges and officials assigned to each event
- Post results on FA website
- Send results to RPA volunteer
- Any other event related needs that may come up pre and during competition

SKILL SET

Skill sets needed for successful execution of the role are:

- A strong passion for sport
- Ability to Multitask
- Experience with Microsoft Excel, and Google Drive a plus.
- Must have a valid G license and comfortable to drive in winter conditions

COMPENSATION: \$2500-\$3000 per month plus per-diem and phone allowance

Contract Length: December 1, 2020-March 31, 2021

FREESTYLE ALBERTA OPPORTUNITIES:

To apply, please submit a cover letter and résumé to jobs@freestylealberta.ski

with “Event Coordinator” written in the subject line.

JARED LINDEN
Executive Director
Freestyle Albert