



FREESTYLE ALBERTA JOB OPPORTUNITY

POSITION: Event Coordinator

POSITION TYPE: 2023-2024 season contract, 6 months full-time, with the opportunity for a permanent position

POSTING DATE: September 30, 2023 – October 15, 2024

START DATE: November 1, 2023

Submit CV with cover letter to: hello@freestylealberta.ski

SCOPE OF WORK:

- 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.
- The successful candidate will assist the FA Sport Director with implementing the yearly competitions plan and help hit key performance targets for the association and all tasks in support of this goal

WORKING ENVIRONMENT:

- 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 all people throughout the province of Alberta by providing safe and welcoming programs and services that encourage participation at all levels.

FREESTYLE ALBERTA
#207-140 CANADA OLYMPIC RD SW
CALGARY, ALBERTA
T3B 5R5



GENERAL RESPONSIBILITIES:

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

- Coordinate booking flights, accommodation and ground transportation within FA policies for Officials to attend Canada Cup and FIS NorAM events
- Coordinate roster of Officials (TD, Judge panel, Scoring, Chief of Comp, Race Office volunteer and Announcer) for Provincials, Canada Cup and FIS NorAM events
- Manage event trailer, logistics, event supplies and equipment. Including bibs, banners, control gates, radios and FA event trailer contents
- Be the face of Freestyle Alberta at Provincial, Canada Cup and FIS events
- Manage competition bibs, medals, prize money, and event communications
- Manage online events registration through SnowReg
- Post on FA social media page and post results to FA website
- Work with the judge and officials committee to have Judges and officials assigned to each event
- Any other event-related needs that may come up before and during the competitions
- Supervise and manage the annual competition budget, including funding and expenses of all FA events
- Provide advance and on-site management of Provincials, Canada Cup and FIS events, as part of the agreements
- Lead the execution and implementation of the FA competition strategy, including supporting Local Organizing Committees with event logistics and administration in accordance with the PSO mandates.
- Ensure marketing and branding at Provincials, Canada Cup and FIS events are properly displayed

SKILLS AND ATTRIBUTES

- Strong in-field mentorship skills
- Work proactively in a team environment as well as motivated to get work done individually.
- Excellent problem-solving skills.
- A strong and positive communicator who can build relationships and resolve conflicts.
- Represent the Freestyle Canada Values of Sport, Excellence, Integrity, Safety, Collaboration and Fun.
- Administrative skills and capacity to plan, coordinate and communicate with stakeholders.
- Creative and Outgoing personality
- Experience with Microsoft Excel, Word, PowerPoint, Adobe Express and Google Workspace.
- Must have a valid class 5 license and be comfortable driving in winter conditions.

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COMPENSATION: Negotiable salary based on candidate skills and experience

FREESTYLE ALBERTA OPPORTUNITIES:

To apply submit a CV and cover letter to hello@freestylealberta.ski with "Event Coordinator" written in the subject line.

Jeremy Cooper
Sport Director
Freestyle Alberta

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