



Part-Time Coordinator Position Description

November 28, 2017

Position Description

SANS seeks an individual to serve as part-time Coordinator for the organization. The successful candidate will have excellent communication and writing abilities, possess superb organizational and time-management skills, and must be able to work independently and deliver high-quality results. Must have a basic understanding of the surfing community in Nova Scotia and at least two years of surfing experience.

Scope of Work

Reporting to the SANS President, the Coordinator will be responsible for:

- Coordinating the activities of the Board of Directors including, but not limited to: scheduling meetings, preparing documents and recording minutes.
- Managing the organization's legal and financial matters including, but not limited to: insurance, non-profit status, maintaining core-funding, and Letters of Authorities
- Leading the implementation of the Membership Strategy, including maintenance of the membership database, communicating with new and existing members, developing a quarterly newsletter for members and managing t-shirt sales
- Supporting the development and coordination of contests, events and various programs
- Preparing funding proposals and reporting
- Updating the SANS website and managing various social media
- Working with various government departments and community groups on surf related issues

This is a part-time position, approximately 8 hours per week. Flexibility will be required, with some weeks, and some months, busier or slower than others. As well, there will be a need to work occasional weekends and evenings. Most tasks can be worked on when convenient for the coordinator.

Duration

6-months with possibility for renewal based on performance

Compensation

The Coordinator will receive \$20 per hour

www.surfns.com
sans@surfns.com



Applying

To apply for this position, please send the following to sans@surfns.com with the subject line "SANS Coordinator" by 5:00 pm on December 10th, 2017:

- Resume and contact information
- Cover letter describing your interests and abilities related to the position

Only those who we believe would be a great fit for the organization will be contacted for an interview.

About SANS

Established in 1987, The Surfing Association of Nova Scotia (SANS) is a community-based non-profit organization dedicated to: building an inclusive, fun and respectful surf community; supporting recreational and amateur surfing; and fostering coastal stewardship.