



## **EXECUTIVE DIRECTOR** **(Remote: part-time (20 hours))**

Athletics NWT is seeking a dynamic and motivated person to fill the position of **Executive Director**. Athletics NWT promotes the sport of track & field, cross country, road racing, and race walk by facilitating the development and maintenance of useful programs that assist athletes, coaches, officials, and volunteers in a fair and positive environment.

The **Executive Director** is responsible for managing the Association's overall operations. Reporting to the Board, this position's responsibilities include developing and monitoring the human and financial resources of the Association, delivery of high-quality member services and programs, facilitating Board planning, policy development, and communication, and representing and promoting the Association.

A relevant post-secondary education, as well as demonstrated skills and experience in financial management, conflict management, resource development, fundraising, marketing, media relations, public relations and Indigenous/Norther/Small Community experience would be an asset. The successful candidate will also have a strong knowledge and understanding of the sport of Athletics and the Canadian Sport delivery system. Strong leadership, organizational, and computer skills, along with the ability to work within a volunteer setting are essential.

This position offers a competitive salary commensurate with education and experience. Interested applicants should submit a letter of application, a detailed resume by September 30, 2020, to:

[hcassie@athleticsnwt.com](mailto:hcassie@athleticsnwt.com)

This competition will remain open until a suitable candidate is found.