



## Part-Time Coordinator

### Position Description

<b>About SANS</b>	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.
<b>Position Description</b>	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.
<b>Scope of Work</b>	<p>Reporting to the SANS President, the Coordinator will be responsible for:</p> <ul style="list-style-type: none"> <li>• Coordinating the activities of the Board of Directors including, but not limited to: scheduling meetings, preparing documents and recording minutes.</li> <li>• Managing the organization's legal and financial matters including, but not limited to: insurance, non-profit status, maintaining core-funding, and Letters of Authorities</li> <li>• 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</li> <li>• Supporting the development and coordination of contests and events</li> <li>• Preparing funding proposals and reporting</li> <li>• Updating the SANS website</li> </ul> <p>This is a part-time position, approximately 8 hours per week. Flexibility will be required, with some weeks busier or slower than others. As well, there will be a need to work occasional weekends and evenings.</p>
<b>Duration</b>	6-months with possibility for renewal based on performance.
<b>Funding</b>	The Coordinator will receive \$500 per month.

To apply for this position, please send the following to [webmaster@surfns.com](mailto:webmaster@surfns.com) with the subject line "SANS Coordinator" by 5:00 pm on November 26<sup>th</sup>:

- Resume and contact information
- Cover letter describing your interests and abilities related to this contract