



## REVELSTOKE CYCLING ASSOCIATION

### Revelstoke Cycling Association - Administrator

The Revelstoke Cycling Association (RCA) is hiring an Administrator to help take our organization to the next level.

The RCA is a progressive, volunteer driven non-profit association with a mission to lead sustainable and inclusive mountain biking opportunities in Revelstoke. From riverside rambles to alpine epics, we manage over 150 km of trails spanning four mountains, facilitate events for all mountain bikers, organize youth rides, and act as a voice for cycling in our community.

The Administrator will work with the Board of Directors to advance the RCA's strategic plan. They will help increase revenue, ensure the sustainability of our trail network, and enhance our presence in the community. This is a year-round, part-time position with the potential for a motivated candidate to grow the position into a full-time employment opportunity.

#### **Duties include:**

- Ensuring the RCA works towards the goals set out in its 2021 Strategic Plan
- Assisting with the creation, implementation, and reporting of the Annual Operating Plan
- Working with trail crew leader to ensure trail crew carries out its duties and completes tasks set out in AOP
- Writing and coordinating grant applications
- Managing the RCA's sponsorship program
- Handling bookkeeping and payroll duties for the trail maintenance crew
- Managing the RCA's online store
- Organizing new trail applications and contracts
- Monitoring and responding to communications to the RCA's general email
- Attending monthly board meetings
- Other duties as tasked by the Board of Directors

#### **Qualifications and experience:\***

- Strong organizational skills and the ability to be self-motivated and work independently
- Experience working with non-profits and boards of directors
- Experience working with Crown land managers and governments
- Strong communication skills, both written and verbal
- Familiarity with bookkeeping practices and software
- Familiarity with the Revelstoke Cycling Association and passionate about mountain biking in Revelstoke

*\*Candidates with only some of the above will be considered for the role and training will be provided.*

**Hours and wage**

This is a year-round, part-time position for up to 600 hours over the course of the year. Hours will vary from week-to-week depending on the workload at the time.

Wage will be \$25/hour.

**How to apply**

Email your resume and cover letter to [president@bikerevelstoke.org](mailto:president@bikerevelstoke.org)

Applications will be accepted until the position is filled.