



We're Hiring!

Executive Director

Cross Country New Brunswick (CCNB)

Join Our Team!

Cross Country New Brunswick (CCNB) is seeking a motivated and dynamic **Executive Director** to lead our organization as our current Executive Director prepares for retirement. This is a unique opportunity to play a key leadership role in the development and growth of cross-country skiing across New Brunswick.

About Us

CCNB is dedicated to the development, regulation, and promotion of cross-country skiing in New Brunswick. Working closely with our clubs and Board of Directors, the Executive Director will help guide the strategic and operational direction of the organization.

The Role

The Executive Director is responsible for the overall management of CCNB, including operational, financial, and technical functions. The role ensures a safe, inclusive, and well-organized environment for athletes, coaches, volunteers, and member clubs.

Key Responsibilities

- Implement Board policies and manage day-to-day operations
- Oversee financial management, including budgeting, reporting, and funding applications
- Support clubs in the delivery of programs and services
- Build and maintain relationships with key partners and stakeholders
- Lead communications and marketing initiatives, including oversight of the CCNB website

Who You Are

- Bilingual (English and French) with strong written and verbal communication skills
- Highly organized with strong time-management abilities
- Solid background in financial management and administration
- Willing and able to travel within New Brunswick



Education and Experience

Post-secondary degree in Sport or Recreation Administration, Physical Education, or a related field, or an equivalent combination of education and experience

Why Join Us?

- Full-time position with flexible working hours and remote work options
- **Salary range: \$40,000 to \$55,000**, depending on experience, qualifications, and organizational fit
- Benefits include life insurance, long-term disability (LTD), and prescription drug coverage
- Additional benefits include extended health care, dental coverage, and travel insurance

Start Date

The anticipated start date is **March 2, 2026**, or earlier if possible.

How to Apply

Please submit your **cover letter and résumé** by email to **Manon Losier, Chair of CCNB**, at losier.manon@gmail.com, **no later than February 8, 2026**.

CCNB is an equal opportunity employer and encourages applications from all qualified individuals.
