



October 29, 2023

EXECUTIVE DIRECTOR – NOVA SCOTIA FITNESS ASSOCIATION  
Part-Time Paid Position

The Nova Scotia Fitness Association (NSFA) Board of Directors is inviting applications for the part-time position of Executive Director. The NSFA Executive Director will lead the Association in the development of progressive programming, relationship building, and ensuring that the NSFA remains the fitness membership of choice across Nova Scotia.

This part-time position (15-20 hours per week) will lead the Association and be a contributing member of the volunteer Board of Directors. The ideal candidate will have the skills and confidence needed to be the face of the organization, who will be implementing the strategic plan, and a progressive vision for the future. The position is currently based in Halifax but may be located anywhere in Nova Scotia.

Responsibilities will include, but not limited to:

**Membership**

- Develop membership plan to ensure we are the "Fitness membership of choice."
- Increase current member recognition & appreciation.
- Communicate the fee for value of our membership and the value of our association.
- Develop ways to increase membership base (in coordination with a marketing & PR plan)
- CEC's & equivalentents - ensure these records are kept up to date.
- Insurance coverage – ensuring that annual coverage is up-to-date and never lapses.
- Annual General Meeting
- Fitness Summit & Fall Brunch - Coordinates and leads events including the annual fitness conference.
- Developing and fostering relationships in the communities to create opportunities for increasing membership base and discovering new ideas for programs and workshops.

## **Financial**

- Accept payment of course and membership fees.
- Ensure accurate reconciliation of accounts.
- Ensure payment of invoices and bills.
- Apply for grants and be knowledgeable of available funding opportunities.
- Develop a working annual budget.
- Ensure annual taxes are paid and applicable documentation submitted to CRA.
- Prepare financial statements for monthly Board Meetings.
- Working QuickBooks capabilities, or equivalent accounting software.
- Board of Directors Liability insurance – ensuring these annual fees are up to date and never lapse.
- NSFA Board of Directors - In coordination with the Board of Directors, develop and implement the strategic plan.

## **Programming and Courses**

- Update course materials to ensure they remain accurate, current to new trends, and available in multiple formats.
- Ensure course conductors and instructors are supported in their roles and assist them in the implementation of their programs.

## **Office Management**

- Email answering and correspondence.
- Oversee a part time staff team (contract employees).
- Order course materials, when required.
- Keep current on new and developing trends in the fitness industry to leverage the NSFA.
- Develop and implement policies, procedures, and operational reporting.
- Marketing, Publicity, & Communications
- Social Media
- Marketing plan to expand our course reach.
- Website updating
- Provide leadership to and manage all communications and marketing initiatives which will increase awareness and membership within NSFA.

The ideal candidate would possess:

- A background in fitness and active living (BA in Kinesiology is an asset)
- Demonstrated knowledge, leadership and management in fitness and active living with 3-5 years' experience in the Fitness industry.
- Excellent supervisory and communication skills including a demonstrated ability and commitment to work collaboratively in a team environment.
- Proven financial management skills and knowledge of funding opportunities through grants from government and private programs.
- Excellent time management skills and the ability to work independently with experience in a non-profit organization.

- Must have working knowledge of Microsoft Office, Social media skills, and willingness to learn additional software programs appropriate to the role.
- Implement and update various NSFA Professional Development courses.

Compensation:

- Salary will be based on qualifications, education and relevant experience.
- Probationary period 3-6 months.

Applications including a cover letter and resume contained in one document must be submitted on or before 5:00 pm, November 20th, 2023. Please apply to [keri@nsfitness.ca](mailto:keri@nsfitness.ca)

The NSFA is committed to diversity and inclusion in the workplace. We thank all applicants for their interest, however, only those selected for an interview will be contacted. You must maintain Canadian Citizenship or be legally able to work in Canada to be considered for this opportunity.

#### [About the Nova Scotia Fitness Association \(NSFA\):](#)

The NSFA was formed in 1989 to provide Nova Scotians with a clear standard for evaluating the quality of fitness leadership in the province & to promote professionalism in the industry.

We are a non-profit, non-governmental organization (NGO).

We teach certification courses, host exams, offer continuing education workshops and an annual conference, provide instructor insurance, and liaise with national and international exercise registries on behalf of our members.

Our members serve 66 individual communities in Nova Scotia & see an average of 25,000 Nova Scotians per week. We also host a provincial online registry of our instructors so Nova Scotians can verify their credentials or search for an exercise educator in their area.

The NSFA is a diverse group of fitness professionals who strive to ensure we provide a safe and welcoming experience for everyone.

NSFA certifications are recognized nationally & are transferable to any *FLC*-member partner organization in every province/territory in Canada. Our members can also transfer internationally to countries which are members of ICREPs. Please see our FLC & ICREPS page for further details.

For more information on our Association, please visit: [www.nsfitness.ca](http://www.nsfitness.ca).