



Organization: Basketball New Brunswick

Basketball New Brunswick is the government recognized sport governing body for basketball in New Brunswick. Basketball New Brunswick is a not for profit volunteer corporation that enhances the growth and development of basketball for all of New Brunswick.

Position Title: Office Administrator

Reports to: Executive Director

Position Location: Fredericton, NB

Salary: Commensurate with experience

Hours: Full-time or half-time dependent on suitable candidate

Position Description:

Basketball New Brunswick is seeking a qualified individual to fill the position of Office Administrator. This energetic, detail-oriented person will follow the direction of and report directly to the ED in the areas of finances, membership services, database maintenance, and general office duties.

Qualifications:

Education:

- Post secondary education in office administration or related field

Knowledge, skills and abilities:

- Excellent communication skills (written and verbal)
- Working knowledge of technology and computers (MS Office, Outlook, internet, web site updates/maintenance)
- Experience working with accounting software
- Ability to handle and solve problems and challenges
- Ability to take direction and work independently

Primary Responsibilities:

- Respond appropriately to telephone and email communications
- Maintain records of Minor Association memberships, NCCP coach certifications, Provincial Championship history, etc.
- Administer day-to-day financial maintenance of the organization under the direction of the ED and Treasurer
- Assist in the organization of clinics, elite try-outs, camps, tournaments, special events, etc.
- Ordering and maintenance of office equipment and supplies
- Assist the ED in organizing board meetings, the AGM and Annual Awards Night
- Establish and maintain strong working relationships with members, the general public, staff and board members
- Other duties as assigned by the ED

Assets to the position:

- Knowledge of the sport of basketball

- Proficiency in accounting software packages
- Bilingual (English and French)

Applications for the position:

Applications must be received no later than midnight on Monday, February 15th, 2010. We thank all applicants, however, only those selected for an interview will be contacted.

Please email, mail or drop your resume off to:

Basketball New Brunswick
c/o Carolyn Peppin
Executive Director
880 Hanwell Rd, Unit 107
Fredericton, NB
E3B 6A3
info@basketball.nb.ca