

Job Description

Key areas of responsibility

- Assist in building strong brand awareness in remote communities
- Assist with the development of Season 7 of the Coaches Plan Podcast
- Evaluate our current Social Media strategy and assist in pre-planning of events on FaceBook, Instagram, Website, and Monthly Mailchimp newsletter
- Develop content for the “Coaching Success Stories” initiative
- Assist the Team in the pre-planning, planning and execution of summer and fall events
 - PD events (Podium Performance Series and Webinars)
 - Play a significant role within National Coaches Week

Essential Qualifications

- The applicant should be enrolled in a post-secondary program for the upcoming academic year in a Bachelor of Recreation & Sport Studies (Sport Management), Business Administration, Communications, Marketing or relevant field
- Has a general understanding of the National Coaching Certification Program (NCCP)
- Ability to meet timelines and manage multiple priorities
- Self-Motivated/Ability to work with little or no supervision
- Option to work remotely (access to WIFI)
- Ability to think innovatively, strategically, and critically – be comfortable working in a changing environment
- Ability to work with others in a professional manner while working to achieve a common goal
- Strong interpersonal skills
- Excellent communication skills, both oral and written
- Ability to communicate effectively in English and French is an asset
- Must possess exceptional listening skills and comprehend cultural sensitivity
- Experience in developing promotional materials
- Proficiency in Microsoft products & Google Workspace
- Demonstrates a passion for Coaching and Sports

Remuneration

- Monday – Friday full time with **possibility** of some weekends and evenings
- Must be willing to travel with the Coach NB team when requested
- The hourly range is \$15.30 to \$20
- Start date: May 6, 2024 for 8 weeks
- The student will work at the Sport NB office, and/ remotely, upon approval of the Sport NB Team
- Sport NB headquarters is located 900 Hanwell Road, Suite 31

Sport NB is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment without attention to race, color, ethnic origin, religion, sex, sexual orientation, gender identity, national origin or disability status.

Please note this position is dependent on funding from Canada Summer Jobs.

Please submit your resume along with your references via email by Friday April 12, 2024 (midnight) to info@sportnb.com.

Thank you for your interest, but only those selected for an interview will be contacted.