

Job Description

RESPONSIBILITIES

Priority areas

- Program Assistance
- Event logistics
- General administrative duties

Key areas of responsibility

- Assist Sport NB staff on specific programs (KidSport, True Sport, She is Active NB)
- Provide administration assistance for all programs
- Assist with the coordination and execution of KidSport Days and KidSport Fundraisers
- Work closely with Program Lead to promote programs across New Brunswick
- In coordination with Program Lead, prepare presentations and promotional material for all programs
- Coordinate volunteer recruitment and engagement for program events and activities
- In coordination with Program Lead, create content and maintain active social media presence on social media channels
- Assist Member Services Coordinator with the overall planning of Sport NB events such as workshops, lunch & learns and any other events.
- Other related duties

Essential Qualifications

- Post-secondary education in sport and /or recreation, business administration, or other related field
- Ability to communicate in both in English and French would be considered an asset
- Strong communication skills both verbal and written

Skill and Knowledge

- Ability to work closely in a team environment
- Proven ability to build and maintain productive and collaborative relationships
- Ability to use office technology, software and applications such as MS Office, Canva etc.
- Experience and comfortable using social media channels
- Demonstrates initiative, problem solving success and flexibility with strong organizational approach and attention to detail

Remuneration

- Summer Student Position - Full-time for 10 weeks
- The hourly range is \$15.30 to \$20
- Flexible hours
- 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.