



Summer Sponsorship and Philanthropy Assistant

Location: Fredericton, New Brunswick, Canada

Reports to: CEO

Job Type: Canada Summer Jobs, Full-time, 14 weeks, start date May 12th – August 15th

Working Conditions: minimum two days per week in office, some evenings and weekends if needed

Salary Range: 17\$/hour

About Sport NB:

[Sport New Brunswick](#) (Sport NB) is a non-profit agency dedicated to the development and promotion of amateur sport in New Brunswick. It serves over 70 provincial sport organizations and other groups. Sport NB is currently undergoing a transformation in response to the [Envisioning Sport Project](#) (2022), which describes the tremendous potential for the province to establish itself as a leader in the modernization and enhancement of the sport sector. Desired improvements include but are not limited to: providing meaningful and comprehensive support for sport leaders and organizations, increased leadership, alignment, and collaboration; increased investment in sport; and increased focus on quality participation among equity-owned populations.

Position Overview:

Sport NB is seeking an enthusiastic and outgoing summer student to help drive sponsorship and donor engagement initiatives for our nonprofit organization. This role involves researching and seeking out sponsorship opportunities and donor engagement, preparing proposals, building relationships, and possibly assisting with fundraising events. The ideal candidate is detail-oriented, organized, and passionate about sports and community impact. This position offers hands-on experience in the nonprofit sector and a chance to contribute to fostering sport participation and development in New Brunswick. Excellent written and verbal communication skills are essential.

Key Responsibilities:

- Collaborate with Sport NB staff to develop creative ideas for sponsorship activations and philanthropic campaigns relevant to current organizational programming and initiatives
- Assist in identifying and researching potential sponsors and donors.
- Support the creation of sponsorship proposals and donor communications.
- Help plan, organize, and execute fundraising events and campaigns
- Other duties as assigned

Essential Qualifications

- The candidate must be:
 - between 15 and 30 years of age at the beginning of the employment period*
 - A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment** and
 - Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulation.
- Post-secondary education in sport and/or recreation, marketing and sponsorship, non-profit management, or other related field. Candidates may be a current student or recent university graduate.
- Spoken and written proficiency in English is required; proficiency in French would be an asset
- Ability to work independently and in a team environment
- Ability to use digital collaboration tools and design tools like Canva, office technology software



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- Demonstrates initiative, problem solving success, relationship building, and flexibility with strong organizational skills and attention to detail

To apply, submit a resume, cover letter, and two references to the Sport NB CEO at cheryl.macdonald@sportnb.com by Tuesday, April 22nd.