

Location: Fredericton, New Brunswick, Canada

Reports to: Lead, Coach Education

Job Type: Summer Student, Full-time, 14 Weeks, Monday, May 11th – Friday, August 14th, 2026

Working Conditions: Minimum 3 days per week in office, some evenings and weekends if needed

Salary Range: \$17.00/hour, 35 hours per week

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-owed populations.

Position Overview:

Sport NB is seeking an enthusiastic and outgoing summer student to support the delivery of various coach education initiatives. This includes supporting roles in National Coaches Week planning, the Coaches Plan Podcast and other administrative support. 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.

Key Responsibilities:

- Assist in planning and organizing events for National Coaches Week
- Support podcast production and scheduling for the Coaches Plan Podcast
- Provide support for the Saint John Canada Games Coach Project
- Design and distribute social media posts and promotional materials for NCCP Coaching Modules
- Other related duties

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, non-profit management, or other related fields. 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 office technology software

Please note that this position is contingent on confirmed funding through Canada Summer Jobs or SEED.

To apply, please submit a resume, cover letter, and two references to the Director of Member & Member Services, abby.rivington@sportnb.com by March 31st, 2026.