



Office and Operations Coordinator

Location: Fredericton, New Brunswick, Canada

Job Type: Full-time, fixed-term, 35 hours/week, possibility of renewal

Ideal Start Date: Monday, May 25th, 2026 for one year

Working Conditions: Minimum 4 days/week in office; some evenings, weekends, and travel (co-ordinated with Lead)

Language Requirements: Fluently bilingual in English and French

Salary Range: \$44,000 - \$50,000 CAD annually

About Sport NB

Sport New Brunswick (Sport NB) is the leading support agency for sport systems throughout the province. We drive sport participation, facilitate system development, strengthen coaching and leadership, and serve our membership of approximately 70 provincial and multi-sport organizations. To learn more about the organization, visit www.sportnb.com.

Position Overview

Reporting to the Director of Operations and Member Services, the Office and Operations Coordinator is the operational engine of Sport NB. This role ensures that day-to-day administration runs smoothly, key programs are supported from intake through to reporting, and Sport NB communicates consistently and professionally with the public. The successful candidate brings strong organizational skills, an eye for design, and the initiative to manage multiple workstreams with accuracy and care. For a full job description, contact the email address listed below.

Examples of Key Responsibilities

- Operations and Program Administration
 - Manage day-to-day office operations, vendor coordination, and office environment
 - Administer programs including the Official Languages Program (OLP), Athlete Assistance Program (AAP), Athlete Development Project (ADP), and Blue Cross staff and member benefits program
 - Support the carrying out of the organizational operational plan, including events
- Communications and Digital Content
 - Produce and distribute Sport NB's monthly member newsletter
 - Maintain Sport NB's LinkedIn account and support website and social media content creation
- Board and Executive Support
 - Provide administrative support to the CEO, Directors, and Board, including preparing board meeting documents
 - Compile, format, and design reports such as Sport NB's annual report to and MOU reports for government using program data and outcomes provided by staff

Academic and Functional Requirements

- Post-secondary education in business administration, office administration, communications, sport management, or a related field
- Fluently bilingual in English and French (written and spoken)
- Previous experience in operations or administrative roles
- Strong organizational skills, attention to detail, and ability to manage multiple priorities
- Proficiency with Microsoft Office Suite, WordPress, Canva, and digital collaboration tools
- Competency in adopting responsible AI practices to improve effectiveness and optimize productivity

To apply: Send a cover letter and resume to cheryl.macdonald@sportnb.com by Friday, May 8th, 2026. Only those offered interviews will be contacted.