

Job Posting Requirements

To post a job opportunity on the Sport NB website, complete the form [here](#). Please allow up to one week for approved postings to appear on the website.

If you require assistance creating a job advertisement, a job ad guide provided by Sport NB is available [here](#).

Requirements

- The position must be for a Sport NB member organization or its affiliated membership.
- The job posting must be submitted as a PDF document.
- The document must include at minimum the information listed below:
 - The job title
 - The purpose of the position
 - A high-level overview of responsibilities
 - The primary work location and travel requirements (if any)
 - Schedule and hours of work
 - Minimum requirements including experience, qualifications, and skills
 - The salary and benefits associated with the position
 - Application submission details (where and how to apply)
 - Deadline to apply