

Sport NB is seeking a full time Program and Communications Coordinator. Applicants should be able to demonstrate an understanding of the amateur sport system within New Brunswick. Ideal candidates will have a background in sport and recreation but all applicants are encouraged to apply. Please note, candidates for this position must be fluent in both official languages.

Please send you cover letter and resume to director@sportnb.com

SPORT NEW BRUNSWICK INC.

PROGRAM and COMMUNICATIONS COORDINATOR

Job Description

RESPONSIBILITIES:

1. Programs

- Coordinate the member insurance Program
- Manage the KidSport™ program
- Assist in the administration of the NB Amateur Sport Trust Fund

2. Social Media Coordination

- Assist in public communications (newsletter content input and distribution, targeted e-blasts, survey dissemination)
- Assist with the marketing/communications planning of the organization, including social media strategies
- Compose letters of support, bios, newsletter/website content and social media posts

3. Marketing & Fundraising

- Assist with fundraising and marketing initiatives

4. Special Events

- Assist in the planning and execution of Konica Minolta Sport Awards dinner, the annual Sport Summit and workshops as well as the Annual General Meeting

5. Receptionist Duties

- greeting public & introductions
- answering phone
- meeting with new employees and volunteers to explain Sport NB programs

6. General

- various tasks for Chief Executive Officer
- review & update procedures guidebook, price lists, other program materials as necessary
- participation on appropriate committees
- provide updates and status reports on all projects as requested by the CEO
- assist in the Print Shop when needed