



NEW BRUNSWICK INTERSCHOLASTIC ATHLETIC ASSOCIATION ASSOCIATION SPORTIVE INTERSCOLAIRE DU NOUVEAU-BRUNSWICK

JOB POSTING Assistant Executive Director

About the New Brunswick Interscholastic Athletic Association (NBIAA)

The NBIAA is the governing body of high school sports, where we create, promote and facilitate positive sporting experiences in an educational environment in the province of New Brunswick. We are a non-profit association made up of 76 public and private member schools and offer 16 sporting activities to approximately 16,000 student-athletes. The NBIAA office is located in Fredericton, New Brunswick.

Job Objective

The Assistant reports to the Executive Director and to the Executive Committee and is responsible for a variety of duties that will assist in the overall efficiency of the association.

Responsibilities

- Supports and assists the Executive Director in sports administration tasks and projects.
- Monitors and updates the online registration system with respective deadlines.
- Assists in keeping the Association's website up to date with information and events.
- Coordinate the purchasing and distribution of awards and publications.
- Assists in the coordination of the association's Athlete of the Month and Annual Awards Banquet.
- Assist in coordinating and attending Executive Committee meetings and report on areas required.
- Responds to incoming requests, inquiries and correspondence from our members in an appropriate and professional manner.
- Ability to communicate effectively with the Executive Director and to keep them informed of information that impacts the association, its members and its programs.
- Types, proofreads and translates correspondence, forms and other documents.
- Other related duties as assigned.

Essential Qualifications

- A degree, diploma or equivalent experience in the field of Sport Management, Physical Education or Recreation.
- Minimum of two (2) years' experience working in business administration, non-profit organization or within the sports and education system.
- Excellent verbal and written communication skills in both English and French (Advanced +).
- Excellent communication, organization and interpersonal skills.
- Computer literacy and strong keyboarding skills.

Preferred Assets

- Technological competent in Microsoft Office and social media platforms.
- Detail oriented and works with a high degree of accuracy.
- Ability to multitask and prioritize in an environment with multiple deadlines and concurrent activities.
- Must be able to take initiative and to complete projects with limited supervision.
- Ability to work some evenings and weekends, as well as travel within the province during NBIAA sporting events.

This is a full-time position with a work schedule of 40 hours per week. Salary range of \$50,000 to \$55,000 based on qualifications and experience, along with RRSP contributions and medical & dental benefits. NBIAA employees are not participants in the NB Government Pension System.

Qualified individuals are invited to submit a concise cover letter and a resume outlining salary expectations, employment experiences, educational qualifications and names of three work related references with telephone numbers to the **NBIAA – ASINB Executive Director by email: allyson.ouellette@gnb.ca** no later than **November 18, 2022**. Only candidates who have been selected for an interview will be contacted.