



## Member Services Coordinator

If you thrive in a fast-paced environment, have strong organizational and interpersonal skills, and can take initiative, this job is for you!

Sport New Brunswick is seeking a Member Services Coordinator who will be responsible for building strong relationships with members and the delivery and coordination of all services/programs for our members. They will also assist with the development and implementation of standardized operating procedures that will help improve Sport New Brunswick's overall efficiency and ability to serve its members. The ideal candidate has excellent customer service skills and can multitask and prioritize in an environment with multiple deadlines and concurrent programs.

### Key areas of responsibilities

- Coordinate the member services provided by Sport NB (such as the NB Amateur Sport Trust Fund, the official languages program, sport insurance, employee benefits, travel benefits, SIRC, ZOOM, printing, mailing etc.).
- Maintain efficiency within the office by developing and maintaining standard operating procedures.
- Develop and maintain data collection, records management, tracking, and reporting mechanisms for all member services.
- Assist with the coordination of the logistics for Sport NB events, workshops, and office functions.
- General administrative duties

### Essential Qualifications

- Post-secondary education in sport and/or recreation, business administration, project management, or related field.
- Excellent coordination, administrative, organizational and time management skills.
- Detail oriented and works with a high degree of accuracy.
- Proven ability to build and maintain productive and collaborative relationships.

### Desired Qualifications

- Excellent verbal and written communication skills in both English and French will be considered an asset.

### Remuneration:

- Full-time – 12-month contract with possibility for renewal
- The salary range is \$40,000 to \$50,000 per year, plus health benefits.
- Work hours are 8:30-4:30
- Mainly in-office position
- Three (3) weeks of vacation to start

Sport NB is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment without attention to race, color, ethnic origin, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Please submit your resume along with your references via email by noon (AST) on July 10<sup>th</sup> to Sabrina Durepos, Interim CEO Sport NB [director@sportnb.com](mailto:director@sportnb.com)

Thank you for your interest, but only those selected for an interview will be contacted.