

The word "FUSION" is written in a large, bold, white, stylized font with a thick black outline. To the right of the text is a graphic of a basketball with orange and black segments. The background is orange with a halftone dot pattern.

**FUSION**

FREDERICTON YOUTH BASKETBALL ASSOCIATION

Join our Team !

# Operations Officer

Fusion, Fredericton's Youth Basketball Association (FYBA), is seeking to engage an Operations Officer to support our mandate to provide basketball opportunities for youth in the greater Fredericton area. We pride ourselves in the creation, promotion and facilitation of positive sporting experiences and athlete development while developing the future leaders of tomorrow.

FYBA is a not-for-profit organization lead by a board of directors. The Operations Officer would report to the President of the Board. This position offers full-time, year-round employment with flexible hours and a work from home environment. Some evenings and weekend hours will be required for board meetings, tournaments and after-hours calls. We try to keep these hours to a minimum.

To apply, please email resume and cover letter to [frederictonbasketball@outlook.com](mailto:frederictonbasketball@outlook.com) by July 14th.

## **Desired (non-essential) Qualifications**

- Graduate of a recognized Business / Office Administration Program or equivalent.
- Minimum of two (2) years' experience in office management or administration.
- Related experience within a sports organization.
- Excellent written communication skills, organizational and time management skills.
- Background in basketball or youth sports is an asset.
- Detail oriented and works with a high degree of accuracy.

# Responsibilities

## **Primary (day to day) Responsibilities**

- Set, manage, and oversee gym schedule and be the single point of contact as required.
- Scheduling of officials
- Maintain communication with Board members, Coaches and Managers regarding tournaments, schedules, and gyms.
- Communications including email response and social media replies and posts.
- Maintain financial records such as invoices and receipts and collaborate with Treasurer and Bookkeeper to support and provide relevant financial data and reports.

## **Other Areas of Responsibilities (as required)**

- Develop and maintain program data collection, records management, tracking, and reporting.
- Accounts payable and receivable including managing invoices, verifying expenses, and ensuring timely payment. Similarly, managing accounts receivable, which involves invoicing clients, tracking payments, and following up on overdue accounts.
- Schedule and coordinate registration and try-outs (annually)
- Support the President in preparation for Board meetings including required follow ups with board members, boardroom bookings, minutes, and agenda preparation.
- Ensure a consistent focus on customer satisfaction and prompt issue resolution.
- Oversee the purchasing and storage of all equipment, tournament materials and other supplies. Maintain inventory and track equipment.
- Support the VP of basketball programs with tasks associated with programming.