

Coordinator of Special Projects



Sport New Brunswick (Sport NB) is a non-profit, volunteer agency dedicated to the development and promotion of amateur sport in New Brunswick. This agency is expanding its capacity to deliver quality services and programs that demonstrate trends and best practices in amateur sports. <https://www.sportnb.com/>

A recent report *Envisioning NB Sport 2035* describes exciting possibilities for change moving forward. This position is an exciting opportunity to lead transformational changes and modernize the agency to help transport amateur sport into the future. <https://www.sportnb.com/sport-development/>

The Opportunity

Reporting to the Director of Leadership, Coaching and Culture, the Coordinator of Special Projects will administer specific projects that will support and provide meaningful opportunities throughout Sport NB. The coordinator possesses strong project management skills, keen attention to detail, and excellent communication abilities. This position is committed to continuous improvement, adept at implementing process enhancements, and leveraging technology for increased efficiency. Discussion about the formal job duties will be discussed if selected for an interview.

Who You Are

The ideal candidate embodies honesty, integrity, and confidentiality, fostering effective leadership and strong business relationships. You bring a vibrant energy, optimism, and passion for your work, maintaining both high productivity and a balanced lifestyle. Valuing diversity, you respect various backgrounds and perspectives, ensuring inclusivity in their interactions. Skilled in communication, you articulate ideas clearly in both written and verbal formats, fostering collaboration and understanding among colleagues and stakeholders. You excel in teamwork, cultivating relationships to achieve shared goals, both within and outside the organization. With a proactive approach to performance, you set clear goals, track progress, and exhibit strong organizational skills and decision-making abilities. Adaptable and detail-oriented, you manage multiple tasks effectively, addressing inconsistencies through thorough analysis to deliver comprehensive solutions.

Key Responsibilities

Administer, lead and evaluate

- Canada Games Coach Project
- Coaches Plan Podcast
- National Coaches Week

Coordinate and assist

- Canada Games Team NB
- Transition of Coach NB
 - Social Media & Website
- Explore and develop opportunities.

Qualifications

- Post-secondary degree in sport and/or recreation, business administration, or other related field.
- Strong project management skills are required such as project planning, scheduling, budgeting and evaluation.

Assets:

- Previous experience working in a non-profit setting.
- Volunteer and/or work experience in the sport community.
- Bilingualism (English and French)

Salary Range: \$44,000 - \$55,000

To apply for this unique leadership opportunity, please submit your application via email by Friday, July 19th 2024, midnight to manon.ouellette@sportnb.com and **state the title of the position in the subject line of your e-mail**. *Thank you for your interest, but only those selected for an interview will be contacted.*