

Operations Support Coordinator



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 Member Services Lead and Director of Member and Business Services, the Operations Support Coordinator plays a crucial role in ensuring Sport NB's efficiency in day-to-day operations, coordinating administrative and financial tasks, and supporting various programs and initiatives for employees and other interested, relevant, and affected parties.

Who You Are

The ideal candidate for this role will be self-motivated and have strong organizational skills, attention to detail, and the ability to multi-task efficiently in a fast-paced environment. The candidate should be bilingual (French and English) with excellent communication skills, both written and verbal, in order to interact effectively with the public, members, and colleagues. Technological proficiency is a must (Microsoft Office Suite, Canva) as is familiarity with data management and filing. Previous volunteer or work experience or an internship in the sport and/or nonprofit settings will all be assets. A demonstrated passion for the development and promotion of amateur sport in New Brunswick and an interest in having a hand in all aspects of a multisport organization will support the candidate in contributing positively to Sport NB's mission and vision.

Qualifications

- Post-secondary degree in business administration, office studies, nonprofit management, sport management, or similar
- At least one year experience in any of the areas listed above
- Bilingualism (English and French).

Assets:

- Volunteer and/or work experience in the sport community

Details: One-year contract with possibility of renewal pending funding. Includes benefits.

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

To apply for this opportunity, please submit your application to Michaela.allaby@sportnb.com and state the title of the position in the subject line of your e-mail. **Applications accepted until Monday July 29th or until the position is filled.**