



# Executive Operations Coordinator

Location: Fredericton, New Brunswick, Canada

Job Type: Permanent, full-time

Start Date: March 23<sup>rd</sup>, 2026

Working Conditions: Minimum 4 days per week in office; some evenings and weekends

Language Requirements: English; French is an asset

Salary Range: Based on \$44,000 - \$55,000 CAD annually

## About Sport NB:

Sport New Brunswick is the leading support agency for sport systems throughout the province. We drive sport participation, facilitate system development, strengthen coaching and leadership, and serve our membership of approximately 70 provincial and multi-sport organizations. To learn more about the organization, visit [www.sportnb.com](http://www.sportnb.com).

## Position Overview:

Reporting to the Director of Member and Business Services, the Executive Operations Coordinator will play 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 Sport NB programs.

## Key Responsibilities:

- General operations coordination
- Communications
- Board and executive administration

## Academic and Functional Requirements:

- Post-secondary education in business administration, office studies, nonprofit management, sport management, or related field.
- Strong organizational skills with attention to detail and the ability to multitask effectively.
- Technological proficiency with Microsoft Office Suite, WordPress, and Canva. Familiarity with database management software is considered an asset.
- Previous volunteer or work experience or internship in the sport and/or nonprofit settings.

To apply for this position, send a cover letter and resume to [abby.rivington@sportnb.com](mailto:abby.rivington@sportnb.com) no later than February 9<sup>th</sup> at 11:59pm.