Executive Operations Coordinator

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.

Responsibility # 1: General Operation Support

- Manage the day-to-day operations of the Sport NB office, including general tidiness and replenishment of supplies.
- Administration of the New Brunswick Athlete Assistance Program, Sport NB Group Health Benefits, and the Official Languages Program.
- Assist the Lead, Member & Business Services with the planning and execution of the Sport Summit & New Brunswick Sport Awards.
- Assist in implementing and maintaining organizational policies and procedures while maintaining data integrity and confidentiality.

Responsibility #2: Communications

- Responsible for day-to-day communication with subtenants and staff, including notifying them of office closures and office updates.
- Provide support to the Social Media and Website Coordinator in maintaining Sport NB's website.
- Provide support in graphic design for social media posts and event promotional materials.

Responsibility #3: Board & Executive Administration

- Coordination and compilation of information from various departments for the Sport NB annual report and other reporting to government, including visual design
- Provide assistance creating sponsorship and fundraising promotional materials.
- Updating employee handbook and board onboarding package as needed.
- Prepare onboarding materials and provide support to Directors during the onboarding process (i.e. laptop setup, headshot, staff shirt, onboarding binder, office walk-through)

Academic and Functional Requirements

- Post-secondary education in business administration, office studies, nonprofit management, sport management, or related field.
- Bilingual in English and French with excellent written and verbal communication skills.

Work Environment

The employee will be required to be in the office 4 days a week, with some flexibility available.

Remuneration

The salary range for this position is $44 000 - $55 000 to be based on candidate qualifications. Sport NB employees benefit from employment perks including health benefits, group RRSP contribution

matching, and two weeks of paid time off in December and January.

To Apply

To apply for this position, please submit a resume and cover letter to the Interim Director of Member & Business Services, Abby Rivington (abby.rivington@sportnb.com) by **Monday, February 9th at 11:59pm**. Only those selected for an interview will be contacted.