



The Nova Scotia Equestrian Federation (NSEF) is seeking a full-time Membership/Communications Coordinator to join its team. As the largest membership-based equestrian organization in Atlantic Canada, the NSEF is responsible for the delivery of Athlete, Coach and Officials programs for the sport of equestrian along with equine related education and awareness programs and services. Our website is [www.horsenovascotia.ca](http://www.horsenovascotia.ca)

### **Candidate Pre-requisites**

- **Recent graduate (May 7, 2018 to May 31, 2019)** of a post-secondary institution, specializing in recreation/sport administration, public relations, or management. **Please include a copy of your degree/diploma with application.**
- Database experience
- Microsoft Office proficiency (Word, Excel, PowerPoint)
- Strong communication skills
- Experience working in a provincial or community sport related organization is an asset
- Ability to thrive in a fast-paced, team-oriented environment

### **General Description**

The Membership/Communications Coordinator reports to and takes direction from the Executive Director and is responsible for the assurance of effective execution of federation-approved membership/communications programs and services.

The Membership/Communications Coordinator is a permanent, full-time employee of the NSEF, responsible for the development and management of NSEF membership/communications programs and services, specifically with responsibility in the areas of:

1. Marketing/Communications Development and Coordination
  2. Membership
  3. Special Events
  4. Database
- 
1. Marketing/Communications Development and Coordination
    - a. Develop promotional material for NSEF Programs and Services
    - b. Maintain website and NSEF Social Media
    - c. Coordinate weekly communication to members
    - d. Work with marketing committee on various projects
    - e. Reporting as required

2. Membership
  - a. Coordinate **all** aspects of membership inquiries and processing
  - b. Coordinate Membership Promotional events
  - c. Assist with the editing and execution of NSEF Annual Report/Newsletter
  
3. Special Events
  - a. Assist with the preparation for special events such as AGM, trade shows, clinics and seminars
  - b. Assist with/oversee special events as required
  
4. Database Management
  - a. Update records including duplicate files and accounting codes.
  - b. Create and manage products for memberships, clinics and other services
  - c. Fix and troubleshoot errors in the database, when necessary.
  - d. Work closely with IT support personnel to ensure database management efficiency.
  
5. Other
  - a. Some weekend work and travel is required
  - b. Other duties as assigned

**Employment Location:** Halifax, Nova Scotia

**Start Date:** June 2019

**Salary:** Commensurate with experience

**DEADLINE to submit applications: May 31, 2019**

Send to:

NSEF

5516 Spring Garden Road, 4<sup>th</sup>

Halifax, NS

B3J 1G6

ATTN: Membership Coordinator

Or email to: [nsef@sportnovascotia.ca](mailto:nsef@sportnovascotia.ca)