

Sport Projects Coordinator Sport Nova Scotia

Sport Nova Scotia is seeking a highly-organized, self-starter with excellent communication skills and the ability to work in a multi-project environment to fill the term position of Sport Projects Coordinator. Reporting to the Director of Marketing and Events and the Director of Sport, the Sport Projects Coordinator is responsible for coordinating special events and programs including the Milk Sport Fair, the Nova Scotia Amateur Sport Fund and annual fundraising campaigns.

The ideal candidate will have a degree in sport administration, sport management, business or a related field. Experience in event coordination, program coordination, fundraising and working with volunteers is considered an asset, as is an understanding of the sport community.

Resumes and cover letters should be sent to employment@sportnovascotia.ca by midnight on Thursday, November 15, 2018. Salary is commensurate with qualifications. Please note that this is a one-year maternity leave contract commencing on December 17, 2018.

Sport Nova Scotia is a non-profit, non-government, equal opportunity organization dedicated to the development, administration and promotion of amateur sport.

Job Description

Emphasis of the Position

To co-ordinate and administer annual sport projects including Milk Sport Fairs, Subway SportSweep, Cleve's Source for Sports Athlete of the Month program, Nova Scotia Amateur Sport Fund.

Specific Skills Desired:

- A degree in sport administration, sport management, business or related field.
- Excellent organizational skills with the ability to prioritize tasks in a multi-project environment
- Experience in event management.
- Experience in program coordination.
- Knowledge of the amateur sport system.
- Excellent knowledge of Microsoft Office.
- Excellent oral and written communication skills.
- Ability to work independently and in a team environment.
- Ability to work with minimal supervision and be a self-starter.
- Problem solver who takes initiative.
- Pro-actively advances work in order to meet deadlines.

Responsibilities

The position will report to and work closely with the Director of Marketing and Events and Director of Sport Development in the following areas:

- Coordinate and plan all components of the two Milk Sport Fairs.
- Coordinate Subway SportSweep ticket lotteries.
- Coordinate, manage and promote the Cleve's Source for Sports Athlete of the Month program.
- Coordinate and manage the Nova Scotia Amateur Sport Fund.
- Coordinate components of Sport Nova Scotia events including Subway Corporate Games, Support4Sport Awards and Manulife Dragon Boat Festival.
- Support Sport Development and Marketing events, programs and services as required.

Reporting

The Sport Projects Coordinator will report directly to both the Director of Marketing and Events and the Director of Sport.