



## *Do you love the beautiful game?*

Looking to turn your passion into a profession? While we often dress casually, our approach is professional. Soccer New Brunswick is seeking a motivated individual who is passionate about the beautiful game and willing to work in a team environment, who understands the game plan and contributes to the success of the organization. This position has the primary responsibilities that include the coordination and delivery of quality SNB services in the area of competition (provincial championships, provincial and regional leagues, tournaments, major events). The successful candidate must be comfortable with multi-tasking in a high volume environment, a team player that is able to understand the needs of individuals and member clubs and efficiently administer and coordinate the operations of various levels of competition.

The position of **Competitions and events Coordinator** is based in Moncton, NB and reports directly to the Executive Director and Director of Technical Development.

### **Desired Skills and Qualifications**

- College diploma or Bachelor's Degree in Sports Administration, Recreation Management or other related field or equivalent combination of education and experience in related fields;
- Strong technical knowledge of soccer, background in refereeing and/or coaching and tournament and league oversight;
- Excellent computer skills including the full suite of Microsoft Office, SharePoint, and multiple social media platforms;
- Familiarity with the organization of soccer in New Brunswick;
- Strong communicator with excellent written and verbal communication skills;
- Ability to function with multiple competing priorities and deadlines;
- Well-developed relationship building, negotiation and conflict resolution skills;
- Strong leadership, organizational and administrative skills;
- Ability to deliver contents for publications, e-mail, social media, websites, etc.
- Experience in communications with a focus on digital media.
- Proficiency in Microsoft Office,. (Demonstrated ability to lead social media programs for a brand)
- Works well in a team environment, able to foster an inclusive and collaborative environment;
- Proven ability to work in a team environment in leadership, mentoring or support roles;
- Demonstrated experience in fundraising, with emphasis on corporate sponsorships, special events and grant-seeking;
- Skilled member services within a diverse membership base;
- Able to travel and work flexible hours on a frequent basis;
- Valid driver's license; and
- Clean Police Record Check including Vulnerable Sector Verification

Soccer New Brunswick is a non-profit organization serving more than 13,000 players province wide. Our mission is to foster and promote the development and growth of the sport within New Brunswick. We are the provincial governing body for soccer in the province, working directly with regions and local clubs to administer recreational and competitive level soccer programs.

### **Applications**

Interested candidates should send their application to [admin@soccernb.org](mailto:admin@soccernb.org) by **4 pm on December 19th, 2019**.

**Please note:** Only selected candidates will be contacted.