



Do you love the beautiful game?

Soccer New Brunswick is seeking a motivated individual who is passionate about the beautiful game and willing to work in a team environment that understands the game plan and contributes to the success of the organization. This position has the primary responsibilities that include coordinating various programs delivery. 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 the organization.

The position is **Programs Coordinator** based in Moncton, NB and reports directly to the Executive Director.

Desired Skills and Qualifications:

- College diploma or University degree in Administration or related field equivalent combination of education and experience in related fields.
- Works well in a team environment, able to foster an inclusive and collaborative environment.
- Skilled member services within a diverse membership base.
- Ability to establish and maintain effective working relationships with all internal and external stakeholders.
- Experience with the Microsoft Office suite of programs, social media, managing informational systems, and database processes.
- Work experience or coursework in at least one of the following areas: marketing, communications, public relations and/or writing.
- Positive attitude and a strong work ethic.
- Ability to work independently, takes initiative, multitask, and prioritize.
- Strong communicator with excellent written and verbal communication skills.
- Bilingualism is an asset.
- Valid driver's license.
- Clean Police Record Check including Vulnerable Sector Verification.

RESPONSIBILITIES:

- Contribute and work towards objectives as outline in the strategic direction and operational plan of the association.
- Works with all department staff members to promote all events.
- Maintains a strong customer-focused approach to working with the Association's membership.
- Responsible for Member Registration.
- Registration data analysis, Monitoring and reporting.
- Support finance operations in day-to-day activities (including but not limited to): Schedule maintenance/account reconciliation, General administrative duties.
- Events Coordination.
- Coordinate / monitor member feedback on satisfaction levels for services provided, including coordination and analysis of Member/Public Survey.
- Assist in the delivery of content for publications, e-mail, social media, websites, etc.
- Coordinate and activate against partner/sponsor goals and objectives.
- Draft stories and collect testimonials from participants and partners.
- Provide digital support for the Business Operations Manager, including providing input on content calendars and sample posts, producing the monthly newsletter, maintaining the organizational email calendar, and managing aspects of website.
- Assist the Business Operations Manager with execution of the business programs.
- Compile and distribute media clips and maintain media database.
- Various special duties as assigned by the Executive Director.



Soccer New Brunswick is a non-profit organization serving more than 15,000 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.

Remuneration: The position will include full benefits and a competitive sports industry salary commensurate with experience.

Application: For immediate consideration, submit cover letter, resume and salary expectations to: admin@soccernb.org

Deadline: by 4:00 pm, December 12th, 2019. Only those selected for an interview will be contacted.