



Athletics Nova Scotia Event Coordinator

General Description

Reporting to the Executive Director, the Coordinator's responsibilities include supporting all marketing and communications activities and assisting with the organizing of all track and field events.

Skills and Qualifications

- Project management experience is required; Minimum 1-2 years experience with strong computer literacy skills is mandatory
- Excellent communication and relationship building skills
- Ability to develop multiple project plans and execute on time and on budget
- Motivated self-starter with excellent communication (written, verbal & presentation skills), time management, problem solving and interpersonal skills
- Experience in working with volunteers and professionals
- Technical knowledge of track and field, cross country running, and road racing is an asset.

Duties and Responsibilities

The Coordinator has the following responsibilities:

- Maintains the association website and social media messages
- Writes and distributes a weekly membership newsletter
- Recruits all officials and volunteers for association activities
- Assists in the management of logistics for all summer track and field meets
- Manages all fundraising activities and special events
- Works with the Executive Director to ensure that programs under the Coordinators supervision meet budgetary outlines& expectations
- And further duties and responsibilities as assigned by the Executive Director

This position requires a responsible, energetic individual capable of working as part of a team. Extensive weekend work and local travel (access to reliable transportation on an as needed basis) within Nova Scotia will be required with time taken off during the week. MUST be returning to studies in Fall 2018.

The salary for this position is \$ \$11.00 per hour for 30 hours per week (term 10-14 weeks). Start Date TBC – based on funding received from Service Canada. Please apply by April 23 4pm to athletics@sportnovascotia.ca