

**Coach New Brunswick Summer Student Employment Opportunity – Remote position**  
**Passionate about the Sport Industry? Join our team !**

---

**Qualifications**

- The applicant should be enrolled in a post-secondary program for the upcoming academic year in a Bachelor of Recreation & Sport Studies (Sport Management), Business Administration, Communications, Marketing or relevant field;
- Has a general understanding of the National Coaching Certification Program (NCCP);
- Ability to meet timelines and manage multiple priorities;
- Self-Motivated/Ability to work with little or no supervision;
- Option to work remotely (access to wifi);
- Ability to think innovatively, strategically, and critically – be comfortable working in a changing environment;
- Ability to work with others in a professional manner while working to achieve a common goal;
- Strong interpersonal skills;
- Excellent communication skills, both oral and written;
- Ability to communicate effectively in English and French is an asset;
- Must possess exceptional listening skills and comprehend cultural sensitivity
- Experience in promotional materials
- Proficiency in Microsoft products;
- Demonstrates a passion for Coaching and Sports;

**Job description**

- Monday – Friday full time with **possibility** of some weekends and evenings
- Salary \$13.00/hr over 8 weeks.
- Start date: June 2021
- The student will have the option to work at the Coach NB office, and/or remotely. Upon approval of the Coach NB Team.
- Coach NB headquarters is located downtown Fredericton at 503 Queen St.

**Coach NB leads, promotes, supports, & delivers coach education and on-going learning through collaborative partnerships in all stages of life. Our team is seeking a self-motivated individual who will help us:**

- Assist in building strong brand awareness in remote communities;
- Assist in building a communication distribution list;
- Assist the Coach NB Team in the pre-planning of events (NCCP courses, webinars, mentorship program, National Coaches Week; Beyond Coaching Series, etc); event logistics, promotional tools with Canva, and brand image;
- Social Media (pre-planning of events on FaceBook, Instagram, Twitter, LinkedIn, Website maintenance, Monthly Mailchimp newsletter);
- Conduct research (newspapers, websites, contact local clubs, etc.) in order to develop content for the “Coaching Success Stories” initiative.

Application **deadline** is **Sunday, May 16th 2021 at 4PM**. Resume and cover letters should be sent to Manon Ouellette via e-mail at [manon@coachnb.ca](mailto:manon@coachnb.ca)

Coach NB mirrors its commitment to coaches equally to its employees by fostering an ethical, safe, and positive work environment in which to excel, recognize opportunities and achievements, and empower their continuing education and growth development by committing to create an inclusive and diverse work environment regardless of race, ethnicity, sex, gender identity, sexual orientation, or ability.

