



# Manager of Coaching Education

(Full-time position)

Location: New Brunswick

Are you looking to make an impact on the culture of sport and coaching in New Brunswick? Coach New Brunswick is looking to fill the role of Manager of Coaching Education with an energetic and innovative individual with a passion for coaching and community development. The ideal candidate has strong customer service skills and a growth mindset, is detail oriented, and comfortable multi-tasking in a high pace environment. This team player must have an interest in creating safe and engaging learning environments, while working to understand the needs of all New Brunswick coaches.

## Reporting to the Executive Director, this individual will:

- Organize, promote, record, and evaluate the National Coaching Certification Program (NCCP) courses and non-NCCP Professional Development programs offered by Coach NB.
- Plan, develop, and implement new non-NCCP Professional Development opportunities for coaching in line with current trends in coaching and sport leadership.
- Maintain a working knowledge of the former and current NCCP structure, framework, curriculum components, standards for accreditation, and policies.
- Oversee the New Brunswick NCCP Multisport Coach Developer team and manage their development throughout their Coach Developer Pathway.
- Oversee the Canada Games Women in Coaching Apprenticeship Program.
- Advise Team New Brunswick on the status of Canada Games coaches certifications.
- Assist and oversee the promotional plans and events for National Coaches Week.
- Provide input on Coach NB's overall strategic priorities and annual business plan.
- Represent the interests of New Brunswick coaches in various provincial and national committees and working groups when possible.
- Promote the values of Safe Sport and the Responsible Coaching Movement.
- Develop effective working relationships with various partners locally and nationally, including the Coaching Association of Canada, the Provincial/Territorial Coaching Representatives, and a wide range of community organizations, municipalities, post-secondary institutions, and schools.
- Work independently to establish workload priorities, solve problems, and provide regular program reports to management as requested.
- Perform other duties as determined by the Executive Director and Board of Directors.

## Qualifications and Skill Requirements:

- University or College Degree in Business or Education Administration, Recreation Management, and/or related employment experience.
- Demonstrated experience (minimum three years or more) of multi-tasking in a busy office environment.
- Experience in event planning & logistics.
- Experience in developing promotional materials and posts in line with brand guidelines.
- Experience in using social media platforms for communication and promotion (Facebook, Twitter, Instagram, WordPress).
- Excellent oral and written communication skills.
- Excellent public speaking and group facilitation skills.
- Excellent written communication skills – Competencies in both official languages is preferred for the position.



**Assets:**

- In-dept knowledge of the National Coaching Certification Program (NCCP) and the New Brunswick sport structure.
- Coach or Coach Developer Certifications in any NCCP Context.
- Multiple years of involvement in coaching, sport, or sport-related administration as volunteer or paid employee.
- Experience working with non-profit organizations.
- Strong attention to detail.

**Hours of Work:**

This position requires full-time regular business hours, Monday to Friday (37.5 hours per week), with some evening and weekend availability required based on event schedule.

**Compensation & Benefits:**

The salary range for this position is between \$40,000 to \$50,000. The total compensation package will be based on qualifications.

Coach New Brunswick employees enjoy Health & Dental benefits, flexible start times, 3 weeks paid vacation plus a two-week paid office closure over the winter holidays. We also encourage staff members to seek out personal and professional learning opportunities that will be (within reason) be covered by Coach NB.

*Coach NB is an equal opportunity employer and organization. We strive have representation from different genders, cultural backgrounds and regions of New Brunswick. We are committed to an environment that supports, inspires, and respects all individuals and in which opportunities are provided without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic.*

**Expected start date: July 4, 2022**

**Please submit your resume along with your references via email by Friday, June 10th 2022, midnight to [opportunities@coachnb.ca](mailto:opportunities@coachnb.ca).** Thank you for your interest, but only those selected for an interview will be contacted.