



Are you a dynamic and highly motivated team player? Can you handle stressful situations in a fast-paced environment? Are you familiar with the basketball landscape in New Brunswick? If yes, we want to hear from you!

Basketball New Brunswick (BNB) is currently looking to fill the position of Acting Executive Director. This is a full-time contract position from April 2018 – September 2019 inclusive.

**Job Title:** Acting Executive Director

**Summary of Responsibilities** ([www.basketball.nb.ca](http://www.basketball.nb.ca) for full job description):

- Responsible for day-to-day operations of the organization
- Lead, organize and implement all programs and events
- Act as main point of contact for the organization
- Maintain/update web site and social media platforms
- Report to volunteer Board of Directors
- Manage staff and volunteers
- Liaise with partner organizations and member associations

**Essential Skills and Qualifications:**

- Post-secondary education with a focus in Business Administration, Kinesiology, Recreation Studies or a related field
- Excellent verbal, written, interpersonal and communication skills
- Strong computer skills in Microsoft Office and Google Drive programs
- Strong attention to detail
- Excellent time management and organizational skills
- Ability to work independently and as part of a team
- Able to multi-task in a fast paced environment
- Knowledge and understanding of National Coaching Certification Program (NCCP) and Long Term Athlete Development (LTAD) model
- Knowledge and understanding of the basketball landscape in New Brunswick
- Bilingual in French and English would be considered an asset

**Location/Hours:**

- Fredericton, New Brunswick
- Monday-Friday, 8:30 am-5:00 pm (Occasional travel, as well as evening and weekend work will be required. Time off in lieu will be given.)

Qualified individuals are encouraged to submit their resume with references to [info@basketball.nb.ca](mailto:info@basketball.nb.ca) by Friday, February 16<sup>th</sup>, 2018.

We appreciate all applications, however only those selected for an interview will be contacted.

*Basketball New Brunswick is a not-for-profit, volunteer organization dedicated to grass roots, elite, coach and officials development. Incorporated in 1979, BNB is run by a volunteer board of directors, three full-time staff and many other dedicated volunteers in various roles around in the province.*