



## Baseball Nova Scotia

### **Position: Operations Manager**

Baseball Nova Scotia (BNS) is a not-for-profit organisation that provides Nova Scotians with the opportunity to experience the great game of baseball. BNS strives to provide its athletes, coaches, and umpires with a balance of developmental, recreational, and high performance programming.

We are currently looking for a motivated individual to join our office staff on a full-time contract basis from June 6, 2022 to May 31, 2024, with the opportunity to be extended. The Operations Manager will be an enthusiastic, personable individual that will be responsible for helping to develop and promote our game throughout the province.

Reporting to the BNS Executive Director, this full-time position is responsible for the overall administration and management of BNS Operations. This position will work closely with board and staff to ensure the goals and objectives are achieved.

**Responsibilities:**

<b>Job Parts</b>	<b>Essential Duties and Responsibilities:</b>
<b>1. Event &amp; Competition Management</b>	<ul style="list-style-type: none"><li>• Implementation and coordination of the Bluenose League and related competitions</li><li>• Assist in the coordination of BNS sanctioned events, including (but not limited to) Qualification tournaments, Provincial Championships, National Eliminations, NCCP clinics, Board meetings, etc.</li><li>• Support the yearly review of hosting guides, checklists and stipends</li></ul>
<b>2. Communications &amp; Technology</b>	<ul style="list-style-type: none"><li>• Overseeing the maintenance of the BNS Website, its content and all BNS Social Media platforms</li><li>• Guide acceptable usage of BNS brand (ex. Logo) and approval process for brand usage</li><li>• Responsible for the evolution of communications &amp; office tools</li><li>• Maintenance of documentation available to membership (including, but not limited to – Calendar of Events, BNS Handbook, Discipline Grid, various policies)</li></ul>

**3. Operational and Financial Leadership**

- Oversee elements of, and contribute to, the day-to-day operations of BNS
- Assist in the ongoing strategic and business planning of the Association.
- Assist in the development, implementation, and management of various projects, such as Rally Cap, Winter Ball etc
- Co-ordinate BNS relationship with all member associations within Baseball Nova Scotia
- Communicate with members on all matters relating to registration and payments for BNS membership, Bluenose fees, and Provincial fees
- Maintain BNS membership database
- Collaborate with the BNS VP of Finance and Executive Director on the maintenance of BNS financials, including bill payment, receiving of payment, and general bookkeeping.
- Coordinate financials / budgets for NS High Performance teams

**4. Team Participation**

- Build and maintain effective and collaborative networks and relationships with colleagues and stakeholders
- Participate regularly in staff meetings, events, and staff training

## Qualifications

- Enthusiastic and outgoing individual, with demonstrated ability to work independently and proactively, exercising sound judgement and managing simultaneous tasks and projects to completion
- Strong organizational skills, success in multi-tasking, prioritising, problem solving, and high levels of attention to detail in a fast-paced environment
- Exhibits strong interpersonal skills and a high degree of professionalism and discretion in handling confidential and sensitive information, with proven ability to interact and manage a variety of stakeholder relationships
- Experience managing a branded entity using various social media platforms & websites (Facebook, Twitter, Instagram, etc.)
- Proficient with technology, including demonstrating a high level of skill with MS Office (Excel, Word, and PowerPoint) and accounting software
- Business/Office Administration diploma with 2-3 years' related experience (or equivalent combination of training and experience)
- Experience developing and managing an operating budget, including:
  - general bookkeeping
  - collecting and analyzing financial data for planning,
  - budget preparation, and forecasting
  - monitoring and investigating significant variances to budget, and
  - finalizing year end results.

Please note that on average this position will work 40 hours per week; however, during peak season the expected number of hours worked may increase while in off season, the expected number of hours worked may decrease. The successful applicant will be eligible for hybrid work (combination of in-person work in BNS office and remote work) as agreed by all parties based on operational requirements and BNS guidelines.

BNS will consider applications from candidates who might not meet all desirable criteria outlined in the Operations Manager Job Description who otherwise have special attributes that would merit consideration for the position. Only successful candidates will be contacted for an interview. The salary will be commensurate with experience and qualifications, within a range starting at \$45,000 per year plus benefits.

BNS is committed to fostering a collegial culture grounded in diversity and inclusiveness. BNS encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.

Applications must be submitted to [baseball@sportnovascotia.ca](mailto:baseball@sportnovascotia.ca) by **4:00pm on May 25<sup>th</sup>** and must include a resume and a cover letter stating qualifications and experience.

