



## Baseball Nova Scotia

### **Position: Program Coordinator**

Baseball Nova Scotia 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 for the summer of 2022. The Program Coordinator will be an enthusiastic, personable individual that will be responsible for promoting our game throughout the province.

### **Responsibilities**

- Coordinate scheduling for the Bluenose League
- Manage communications from associations and coaches regarding Bluenose League matters
- Ensure league websites are up to date.
- Maintaining BNS membership database
- Communicating with members on all matters relating to registration and payments for BNS membership, Bluenose fees, and Provincial fees
- Collaborating with the BNS VP of Finance and Executive Director on the maintenance of BNS financials, including bill payment, receiving of payment, and general bookkeeping.
- Assist with BNS Provincial championship coordination (including scheduling and communication with hosts and participants)
- Collaborate with the Executive Director on projects and initiatives
- Assist office staff in day to day operations of BNS

### **Qualifications**

- Enthusiastic and outgoing individual
- Ability to work on a team, as well as an individual
- Comfortable in a high paced environment that requires multitasking
- Strong work ethic
- Communication and organisational skills are essential
- Experienced in using various social media websites (Facebook, Twitter, Instagram, etc.)
- Microsoft office skills (Word, Powerpoint, etc.)
- Pre-existing knowledge of baseball is seen as a major asset
- Must be under the age of 30 (per Canada Summer Jobs grant agreement)

**Dates:** May 9<sup>th</sup> – September 2<sup>nd</sup>

**Salary:** \$13.35/hr for 35 hrs/week