



SPORT PROGRAM ADMINISTRATIVE COORDINATOR - BASKETBALL CAPE BRETON

Basketball Cape Breton is looking to build an enthusiastic core of staff to lead and support its 2023 spring and summer programming, working together to grow the game of basketball on Cape Breton Island. These roles will provide students with the opportunity to give back to their community, impact youth through sport, gain valuable work experience and access mentorship and training opportunities to develop as leaders. While these positions run from May to August 2023, part-time or hourly work may be available following the spring/summer term.

Apply by Wednesday May 5th at 11:59PM by emailing a cover letter and resume to jobs@basketballcapebreton.com.

Position Title: Sport Program Administrative Coordinator

Hours: 35 hours/week - 16 weeks (maximum) - combination of daytime, evening, and some weekend work required

Pay: \$16/hour

Start Date: May 2023 (flexible)

Job Location: This position will be primarily based at Cape Breton University (1250 Grand Lake Rd) and will include work in the broader Cape Breton Island community with some requirement to work remotely for program planning and administration.

ROLE DESCRIPTION

This dynamic role focused on brand building and organizational growth provides the successful candidate with the opportunity to improve Basketball Cape Breton's communication channels and online presence including website, social media, and participant and partner engagement communication tools. This role allows a successful candidate to use creativity and entrepreneurial skills to advance BCB's day-to-day operations, working closely with the Sport and Recreation leader and BCB leadership team to determine priorities and impact change. Candidates will be supported with mentorship and development opportunities and will receive training through nationally recognized sport leadership programs with partners such as Canada Basketball and Jumpstart.

RESPONSIBILITIES

- Develop and use digital skills to update Basketball Cape Breton website and social media pages to promote programs and upcoming opportunities.
- Respond to inquiries and communicate with the general public, BCB partners, and program participants and their families in a friendly and professional manner.
- Support BCB Leadership Team and Sport & Recreation Leader in facilitating registration platform and communications plan to share program information.
- Enter data and maintain a participant database.
- Research best-practices and lead new digital and communications initiatives to better engage and grow the basketball community on Cape Breton Island.

- Research youth participation trends in sport and report on ways BCB can grow and improve to better reach underserved youth and communities.
- Assist BCB Leadership Team in tracking program budgets.
- Use creativity and leadership skills in identifying and executing opportunities for BCB to engage with the Cape Breton community through local events, fundraisers, and partnerships.

QUALIFICATIONS

- Strong communication skills, enjoys engaging with the community
- Knowledge of social media platforms
- Experience with website development and/or maintenance considered an asset
- Experience with database management considered an asset
- Knowledge of basketball fundamentals and coaching experience considered an asset
- Beginning or returning to full-time studies in a university/college program for Fall 2023 may be considered an asset, in addition to the ability to receive university/college course credit for the role.

ABOUT BASKETBALL CAPE BRETON

Basketball Cape Breton (BCB) is a local non-profit organization working to grow the sport of basketball on Cape Breton Island. BCB is committed to making the game of basketball more inclusive, providing opportunities for youth to learn and grow through sport, and reducing barriers to participation. BCB is a growing community sport organization and is a member of Basketball Nova Scotia and Canada Basketball.

ABOUT THIS OPPORTUNITY

Basketball Cape Breton is an equal opportunity employer and welcomes all qualified applicants to apply. We are committed to fostering an inclusive, equitable, and accessible workplace where every team member feels valued, respected, and supported, and the opportunity to reach their full potential. This opportunity was made possible thanks to funding from the Province of Nova Scotia.

CONTACT

For inquiries or to submit an application by the May 5th 11:59PM deadline, email jobs@basketballcapebreton.com. If you are interested in more than one of the available Basketball Cape Breton positions, please indicate this in your application.

Successful applicants will be contacted for an interview.