



Golf New Brunswick SUMMER TOURNAMENT COORDINATOR

Golf New Brunswick (Golf NB) is looking to fill the position of Summer Tournament Coordinator for a 15-week period from May 8th to August 25th, 2023.

The Summer Tournament Coordinator will work closely with Golf NB's Executive Director, with their main responsibilities being:

- Assist with the logistics and preparations for all Golf NB Provincial Championships
- Manage and maintain Golf NB's equipment inventory
- Assist, on-site, in the execution of provincial championships as assigned
- Manage Golf NB's social media accounts (including Facebook, Twitter & Instagram)
- Manage and maintain Golf NB's website
- Manage and maintain Golf NB's "Player of the Year" programs
- Fielding incoming phone traffic including requests for information for the following;
 - Events & championships
 - Information requests about Golf NB partner facilities
 - Member services
- Receiving and processing;
 - Entries for the association's provincial events & championships

The successful candidate will possess the following qualities;

- Excellent interpersonal skills - with the ability to communicate with the staff, volunteers, stakeholders, suppliers and the public in a pleasant and professional manner
- Strong decision making and conflict resolution abilities
- Proven ability to work within a team environment
- Computer literate. good knowledge of Microsoft Office Suite, Adobe Suite, and previous website maintenance experience
- Ability to travel
- Valid Driver's License
- Experience in event management is considered an asset
- Bilingual (English and French) is not required but considered an asset
- Golf knowledge or experience is not required but considered an asset

Can expect to improve on the following skills;

- Written & verbal business communication skills
- Office skills, including
 - Increased proficiently in Microsoft Outlook, Word and Excel
 - WordPress (website management)
- Organization, Time Management & Adaptability
- Event Management & Preparation

The Summer Tournament Coordinator position involves on-site responsibilities at up to 11 provincial championships over the course of the summer. As such, evening and weekend work will be required of the successful candidate. Where possible, time off to make up for extra hours worked will be provided. Rate of pay for the position is \$16.00/hr. and will be based on a 40-hour work week.

The Summer Tournament Coordinator will work out of the Golf NB office, located at 500 Beaverbrook Court in Fredericton, NB.





Please send resume with cover letter by February 13th, 2023 to:

Golf New Brunswick

Attention: Executive Director

500 Beaverbrook Court, Suite 300

Fredericton, NB E3B 5X4

Fax – 1-888-307-2963 E-mail – llacey@golfnb.ca

Golf NB is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

Golf NB is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

Golf NB's core values are "Partnerships, Communication, Inclusion, and Transparency" and while these are included in each employee's offer of employment and employment letters, these core values are also an integral part of Golf NB's recruitment, hiring, and annual review process.

