



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 13 to August 23, 2019.

The Summer Tournament Coordinator will work closely with Golf NB's Executive & Technical Directors, 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
- Assisting with the acquisition of donations for the Annual Golf Awards Dinner & Silent Auction
- 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
 - Golf NB 2 For 1 Cards purchases

The successful candidate will possess the following qualities;

- Strong communication, organizational and interpersonal skills
- The ability to work independently and as part of a team
- Strong computer skills, including Microsoft Office
- Priority may be given to candidates who are bilingual
- Experience in event management is considered an asset
- Knowledge of the game of golf is 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 10 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 \$13.00/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. Access to a vehicle or another form of transportation would be an asset.

Please send resume with cover letter by Friday **April 5, 2019** to:

Golf New Brunswick
Attention: Executive Director
500 Beaverbrook Court, Suite 440
Fredericton, NB E3B 5X4
Fax – 1-888-307-2963 E-mail – info@golfnb.ca