



Title: Project Development Coordinator

Reports to: Executive Director

Position: Full-time - 1 Year Maternity Leave Contract

Recreation NB | Loisirs N.-B. has a unique and exciting opportunity for a skilled and experienced individual to be a part of our thriving not-for-profit organization. The Project Development Coordinator works closely with Recreation NB | Loisirs N.-B.'s Executive Director to help execute the organization's strategic plan and priorities. This position leads a number of Recreation NB | Loisirs N.-B. initiatives, including NB PLAYS! – an initiative that supports leaders and strengthens capacity for quality, holistic recreation programming through resources and learning opportunities; the Inclusive Recreation Activity Fund – a grant program for individuals with a disability; and the Gender Equity in Recreation Project – an initiative that supports organizational change among recreation agencies with the goal of gender equity across all facilities and services.

Responsibilities:

- Promoting recreation, play and active living through educational presentations for community groups and at various conferences
- Developing educational tools, resources and workshops for key audiences
- Forming and leveraging multi-sectoral partnerships as an active member of various forums and committees, including the Healthy Eating and Physical Activity Coalition Steering Committee, the Network for Safe Sport and Recreation, and the Network for Women and Girls in Sport and Recreation
- Representing and promoting Recreation NB | Loisirs N.-B. at tradeshow, conferences, and events
- Supporting the work of the Executive Director and organizational activities, such as the planning and delivery of the Recreation NB | Loisirs N.-B. and Atlantic Recreation and Facilities conferences
- Assisting in general office administration and other duties as required

Essential Qualifications:

- Post-secondary degree/diploma in Recreation, Leisure Studies, Health Promotion or other relevant area of study
- Demonstrated experience in resource development and workshop organization
- Demonstrated experience in grant writing and project evaluation
- Appreciation for recreation's essential role in individual and community wellbeing
- A thorough understanding of the recreation delivery system

Other requirements:

- Strong communication skills, both written and verbal
- Excellent group facilitation skills
- Ability to work collaboratively in a team environment
- Frequent travel within the province
- Occasional work beyond normal business hours, including attending evening and weekend events
- Valid driver's licence
- Clear criminal record check
- Ability to communicate in both official languages is considered a strong asset

Recreation NB | Loisirs N.-B. is the collective voice for meaningful, quality, accessible and safe recreation in New Brunswick. Since 1974, we have been dedicated to advancing the recreation and parks field through leadership, education and advocacy. We recognize the value of recreation and parks facilities and services and their necessity to strong, vibrant and resilient communities. We strive to create a happier, healthier New Brunswick where all citizens have equitable access to these opportunities. Recreation NB | Loisirs N.-B. offers a competitive salary and benefits package; remuneration will correspond with experience. For further information on Recreation NB | Loisirs N.-B., please visit www.recreationnb.ca.

Please submit resumes with references by 12 noon, Friday, December 18th, 2020

****** Please Note: Due to Covid-19 restrictions, we ask that you do not deliver your resume in person at this time. ******

Recreation NB | Loisirs N.-B.
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We appreciate your interest, but only those selected for an interview will be contacted.