



A112A LB Gym, 2 Peter Kelly Drive/2 allée Peter Kelly
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Web Site/Site web: www.fitnessnb.ca Facebook: www.facebook.com/Fitness.New.Brunswick
E-mail/Courriel: executivedirector@fitnessnb.ca

Job Description – Membership Services Office Assistant

A. General Description:

The FNB office is a not-for-profit association that offers Fitness Leadership certifications and continuing education opportunities for its members. In addition FNB is an advocate for Healthy Active Living within the New Brunswick communities. As such we work in partnership with other agencies such as but not exclusive to Sport New Brunswick, HEPAC, Para NB, Recreation NB, Coach NB, NB Physical Literacy and Horizon NB.

In this position the candidate will be working alongside both the Membership Services Coordinator (part time position) and the Executive Director working on improving and implementing marketing and sponsorship strategies. In part this position also includes attending to general office duties and being an integral part of the ongoing preparations for the FNB Annual Fitness Summit. The summit is an annual event hosted by FNB for the purposes of offering current health and fitness related information to its members for the purpose of gaining Continuing Education Credits (CECs). It is a major event for the FNB office and membership as it allows a showcase for the fitness industry to distribute new technology, equipment, updated research and physical trends from Canada and possibly other countries. There are many components that have to come together prior to the summit to assure its success. This position is instrumental in assisting FNB to market and offer a Summit that is not only affordable and informative but also creates a positive healthy atmosphere for the volunteers, presenters and registrants.

B. Level of Authority

Reports to and works with the: Executive Director (ED) and, Membership Services Coordinator (MSC)

C. Key Responsibility Areas

Assists in:

- Reviewing the FNB Marketing and Sponsorship information and revising to suit current demographics specific to the needs of FNB.
- Following up with potential Sponsors specific to the annual Summit. (inclusive of money and or product donations)
- Soliciting local and national agencies/companies for sponsorship/ donations/door prizes/products for registrants and volunteers for the annual summit.
- The completion of FNB advertising brochures targeting Atlantic recreation facilities, other private and public exercise facilities and the general public as to the importance of using/becoming certified exercise professionals. These brochures would be for general distribution and posting on social media.
- Updating the new FNB website in preparation for launch in the summer including both French and English sites.
- From time to time there may be other duties required that may not be specifically mentioned in the above areas, and will be considered as part of the position according to the abilities of the assistant.

D. Pay Rate and Time Commitment

- Monday to Friday 30 hours per week (exclusive of Stat. Holidays)
- 8 weeks June 4, 2016 – July 27, 2018 at a pay rate \$11.25 per hour

E. Job Knowledge, Skills and Abilities

Requirements:

- Written and spoken competencies in English and French preferred.
English only may apply; however; preference will be given to bilingual applicants.
- Academic: Completed one year of University majoring in business and marketing.
- Strong social media and computer technology skills.
- Excellent written and verbal communication skills.
- Ability to organize, prioritize and complete tasks within an optimal time frame.
- Positive attitude and ability to work independently with minimal supervision.
- Interest in the fitness industry and current health, wellness and exercise research.

Please submit your CV to executivedirector@fitnessnb.ca on or prior to May 16, 2018

FNB is an equal opportunity employer.