

**Fitness!... For Fun!... For Life!... Forever!**

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## **Job Description – Projects Coordinator Assistant**

### **A. General Description**

The FNB office is a not-for-profit association that offers Exercise Leadership certifications and continuing education opportunities for its members. In addition FNB is an advocate for Healthy Active Living in New Brunswick and Prince Edward Island. We work in partnership with other agencies as part of the Physical Activity Network which include associations such as Sport New Brunswick, HEPAC, Para NB, Abilities NB, Recreation NB, Coach NB and the Horizon Health Wellness Network to improve and increase the availability of exercise and wellness to communities.

In this position the candidate will be working alongside both the Membership Services Coordinator (part time position) and the Executive Director attending to general office duties as well as updating/developing FNB marketing materials/ social media content, and being an integral part of the ongoing preparations for the FNB Annual Fitness Summit.

### **B. Level of Authority**

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

### **C. Key Responsibility Areas**

Assists in:

- Updating/developing new FNB certification promotional brochures
- Updating the new website in preparation for summer launch
- Updating the membership email distribution lists.
- Soliciting and following up with local and national agencies/companies for sponsorship/ donations/door prizes/products for registrants and volunteers.
- Contacting businesses to request participation in the Summit Trade Show.
- The completion of the Summit advertising posters and brochure for posting on social media, distribution to the members, and general public.
- 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 3, 2019 – July 26, 2019 at a pay rate \$11.50 per hour

### **E. Job Knowledge, Skills and Abilities Requirements**

- Written and spoken competencies in English.
- *Written and spoken competencies in French is a valuable asset.*
- Academic: Completed one year of a Post-Secondary discipline relative to one or more of: Kinesiology/Business/Marketing/Information Technology
- 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 in a team atmosphere as well as independently with minimal supervision.
- Interest in the exercise industry and current applicable research.

Please submit your CV to [executivedirector@fitnessnb.ca](mailto:executivedirector@fitnessnb.ca) on or prior to May 17, 2019

We thank all applicants for their interest. Only those selected for an interview will be contacted.