



Position Information	
Title	Administrative Coordinator
Hours Per Week	12
Rate of Pay	\$23.50 Per Hour
Hours of Work	Flexible
Location	Remote

Scope
<p>Pickleball Nova Scotia (PNS) is the official sanctioning body for the sport of Pickleball in Nova Scotia. We are currently recruiting an Administrative Coordinator to support the board with a variety of administrative functions. This position will be part-time, approximately 12 hours per week.</p> <p>Reporting to the Pickleball Nova Scotia (PNS) Board of Directors, the Administrative Coordinator works with the PNS Board to implement and achieve targets outlined in the strategic plan.</p> <p>By providing administrative and logistical support, the Administrative Coordinator will support PNS in areas related to sport trends, organization effectiveness and strategic direction of the organization.</p>

Key Responsibilities
<p>Strategic Planning & Governance Support:</p> <p>The Administrative Coordinator will assist the PNS Board of Directors with implementing and achieving targets outlined in the strategic plan. This may include:</p> <ul style="list-style-type: none">• Identifying ways to improve PNS organizational effectiveness.• Assisting with the soliciting of program and funding opportunities for PNS and PNS Clubs, including support with coordinating grant proposals and securing sponsorships.• Research information on current government policies surrounding sporting activities.• With direction from the board, update and maintain existing by-laws and policies.• Support the board with the development of new by-laws and policies as needed.• With direction from the board, maintaining and updating PNS's requirements as a Provincial Sport Organization through the Sport NS online portal. <p>Other Administrative Functions:</p> <p>The Administrative Coordinator will support PNS with identifying and maintaining efficiencies in operational activities. This may include:</p> <ul style="list-style-type: none">• Coordinate membership payments to PNS clubs and management of the membership database.



- Communicate with current and potential clubs regarding membership inquiries.
- Maintain a database of all registered officials, coaches, officials and volunteers.
- Maintain an up-to-date record of clubs/facilities and contact information.
- Maintain and update the Registry of Joint Stocks.
- Maintain up to date insurance policies for PNS.
- Support the development, monitoring and updating of annual operating budgets.
- Support the organization of logistics for the PNS Annual General Meeting including securing a venue, preparing meeting material.
- Support the Treasurer in ensuring prompt and efficient payment of invoices.
- Support the Communications director with tasks related to membership communication

Tournament Committee Support:

The Administrative Coordinator will support the Tournament Committee with the planning of various events. This may include:

- Supporting the creation of bids for Provincial, Atlantic and National Championships.
- Supporting the acquisition of event/PSO partnerships.
- Supporting the committee with organizing tournament logistics including securing venues, registration, securing officials, volunteers, communications and post-event briefings/results.
- Providing support for clubs and provincial events.

Position Requirements

Education and Experience

Post-secondary education in sports administration, business administration, office administration or other relevant field *preferred*.

Experience providing administrative support to a board or group *preferred*.

Experience supporting the operations of a sports organization *preferred*.

Knowledge of the Canadian and/or Nova Scotia sport systems *preferred*.

Personal

Excellent planning & organizational skills.

Excellent verbal and written communication skills.

Excellent decision making and problem-solving skills.

Strong interpersonal skills to effectively work with a team.

Ability to work independently.

Technical Skills:

Proficiency with Google workspace and virtual meeting platforms.

Proficiency with social media platforms.

Applications will be accepted via Career Beacon until December 8th 2025. To apply, please [click here](#).