



Full-Time Employment Opportunity Program and Services Administrator

Equestrian Nova Scotia – Atlantic Canada's largest provincial equestrian organization - is seeking a Program and Services Administrator to lead and coordinate many of our programs and member services.

If you are a highly motivated, experienced and organized individual who thrives in a fast-paced, community-driven environment, consider applying for this position. The Program and Services Administrator will work full-time at our office at 5516 Spring Garden Road in Halifax, Nova Scotia.

General Description

The Program and Services Administrator, will report to and take direction from the Executive Director, work closely with our Director of Technical Development and other team members; and be responsible for the administration and development of Equestrian Nova Scotia programs and services, specifically in the areas of:

1. Competitions
2. Safe Sport/EDIA Programs
3. Officials Programs
4. Industry/Participation Programs
5. Membership Services and Database
6. Other duties as required

1. Competitions

- a. Oversee Scotia Series/Equestrian Canada (EC) competition administration including our on-line system and year-end results
- b. Lead organizer of Scotia Series Provincial Championships and year-end Awards Reception
- c. Liaise with our volunteer Director of Competitions and Competition Committee
- d. Monitor Scotia Series safe sport compliance
- e. Reporting as required

2. Safe Sport/EDIA Programs

- a. Oversee Safe Sport programs in partnership with EC/Sport Nova Scotia
- b. Administer Inclusion, Equity, Diversity programs and services.
- c. Work closely with stakeholders for program education and awareness
- d. Work closely with IT personnel to ensure database management efficiency, as necessary.

3. Officials Program

- a. With support from the Director of Technical Development, implement the Scotia Series/ Equestrian Canada (EC) Officials Program
- b. Oversee the organization of Equestrian Nova Scotia/EC officials' clinics and seminars
- c. Maintain Equestrian Nova Scotia/EC officials' information via website/database
- d. Reporting as required

4. Industry/Participation Programs

- a. Oversee the administration of entry-level and participation programs such as, but not limited to, Rookie Riders, Learn to Programs, Horseplay; Sport Fair; Bursaries, and equine health and safety
- b. Liaise with the volunteer Directors of Industry and Recreation on program education and awareness

5. Member Services & Database

- a. Administer membership processing
- b. Coordinate member promotional events
- c. Update records and oversee assigned reports
- d. Create and manage promotional products for membership, clinics and other services
- e. Fix and troubleshoot errors in the database, when necessary.
- f. Work closely with IT support personnel to ensure database management efficiency when necessary.

6. Other

- a. Some weekend/evening work and travel are required
- b. Assist with the editing and execution of Equestrian Nova Scotia's Annual Report/Newsletter
- c. Work with other staff and volunteers on program promotions/services
- d. Assist with the preparation for special events, as required
- e. Other duties as assigned

Competencies and Skills:

- ✓ Bachelor's Degree, with a specialty in sport management/business or related field
- ✓ Minimum 3 years' experience in a similar role
- ✓ Experience/knowledge of Scotia Series/EC Competitions and Officials' Programs is an asset
- ✓ Experience/knowledge of Equestrian Nova Scotia's Online Competition Management System is an asset
- ✓ Strong ability to work independently while coordinating multiple stakeholders
- ✓ Microsoft Office (Word, Excel, PowerPoint); Adobe Suite proficiency; Database experience
- ✓ Exceptional communication, organization and multi-tasking skills
- ✓ Experience working with a sport-related organization, especially equestrian sport, is an asset
- ✓ Ability to thrive in a fast-paced, team-oriented environment
- ✓ Must have a valid Driver's License and be able to travel across the province.

Selection Process and Timeline

We will begin evaluating applications submitted by **late-January**. To ensure the widest possible pool of candidates is considered, the job posting will remain active and eventually close once a final selection is made and an offer is accepted.

The initial review process may take several weeks. We thank all who apply. Those selected for an interview will be contacted. Please submit your cover letter and résumé to Selection Committee at nsef@sportnovascotia.ca