



Sport Coordinator (Canada Summer Jobs)

About Us

Halifax (Kjipuktuk) is hosting the 2023 North American Indigenous Games (NAIG 2023) July 15 to 23, 2023, we will welcome approximately 5,000 Indigenous participants from across Turtle Island (North America) to participate in the largest multi-sport gathering in Atlantic Canada of Indigenous people since contact. 3000+ volunteers will bring life to the celebration of Indigenous sport and culture together. NAIG 2023 is organized and executed by the NAIG 2023 Host Society, who is a not-for-profit organization and the employer of this opportunity. For more information go to www.naig2023.com.

Our Opportunity

Reporting directly to the Director of Sport & Venue the Sport Coordinator will have the opportunity to *partake* in multiple functions and areas of sport delivery.

Role and Responsibilities:

- Support the planning of an attend pre-games, promotional or partner events
- Interdepartmental collaboration to ensure the sport and venue needs are met from all functional areas
- Update spreadsheets, databases and inventories with statistical, financial and nonfinancial information
- Work with the Venue Team to identify and assign spaces for the Functional Areas (competition/non-competition)
- Assist the review of Sport Technical Packages to support the needs and experiences of Sport competition
- Research and identify vendors for various venue and sport equipment
- Provide administrative and project support for the Games Delivery department
- Other duties as reasonably required. Due to the nature of our organization, and especially during the time leading up to, and during the actual Games, all staff will be required to act in capacities beyond their formal job description

Qualifications

- Must be between the ages of 15 - 30 years & legally entitled to work in Canada (valid Social Insurance Number)
- Must have a high school diploma plus 1 - 2 years of sport/recreation/sport facility education or relevant experience required
- French/Mi'kmaq Language skill considered an asset
- Experience working with Mi'kmaq/Indigenous communities and organizations; considered an asset

Working Conditions

- **Anticipated start date:** June 6, 2022
- Flexibility in hours, as there will be expectation for some evenings and weekends required
- Own reliable transportation required, including a valid Class 5 license

**2023 JEUX
AUTOCHTONES**
de l'Amérique du nord
HALIFAX · NOUVELLE ÉCOSSE



North American
**INDIGENOUS
GAMES 2023**
HALIFAX · NOVA SCOTIA

- Satisfactory criminal record check and Child Abuse Registry Check

Work Status:

Temporary full time up to August 2022.

Hours of Work:

35 hours a week and must be willing to work a flexible work schedule.

Salary:

\$14.50 hourly

Closing Date:

Applications will be received until the position is filled.

Candidates are encouraged to self-identify in this recruitment process under any of the employment equity groups. Preference will be given to applications from qualified Indigenous/Aboriginal persons.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the recruiter when invited to the recruitment process.

To apply or any questions regarding this position can be directed to Laura Seaboyer at
careers@naig2023.com

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.