



**Rugby Nova Scotia
Program Coordinator 2025**

Job Title: Program Coordinator

Company Name: Rugby Nova Scotia

Job Location: Halifax Regional Municipality

Position Type: Full-time, seasonal (35 hours/week over 8 weeks)

Positions Available: 2

Length of Contract: 8 weeks

Level/Salary Range: \$16.00/hour

Start Date: June 21, 2025 (flexible)

Application Deadline: April 30, 2025

Requirements:

- Must be between the ages of 15-30.
- Must be legally entitled to work in Canada.
- Must have their own transportation available.
- Must have own computer & cell phone.
- Must be willing to work irregular hours (early mornings, evenings, weekends).

Role and Responsibilities:

- Coordinate with Rugby Nova Scotia staff to help plan and support the Rugby NS Youth Tournaments throughout the province.
- Support the Technical Director, Rugby Development Officer and Provincial Coaches in Activities and Programs being offered.
- Collaborate with Rugby Nova Scotia staff, board members, schools, and local rugby clubs to ensure information on all events is effectively communicated.
- Oversee and support the management of the Rugby NS Leagues including score tracking, operations, game updates and social media.
- Assist in planning and coordinating additional Rugby Nova Scotia events during the summer including the 2025 Senior/U19 Atlantic Rugby Championships.
- Assist in planning and facilitating Rugby Nova Scotia fundraising events.
- Plan and facilitate professional development opportunities for local Youth Rugby coaches.
- Manage the Rugby Nova Scotia social media platforms and provide website content and administration.



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- Support the main Rugby Nova Scotia office in other day-to-day activities as required.

Qualifications and Education Requirements:

- Excellent communication and interpersonal skills.
- Proficient computer and social media platform skills (MS Word, Excel, Outlook, Facebook, Instagram).
- Ability to work under pressure with tight deadlines.
- Ability to work both independently and as part of a team.
- Ability to work flexible hours (weekend and evening work is required).
- Knowledge of sport is required.
- Experience in program planning, delivery, or management is considered an asset.
- Position requires access to a reliable source of transportation.

How to Apply:

Rugby Nova Scotia values aim to align with that of World Rugby and the diversity and inclusivity within our community. We encourage applications from Indigenous People, Persons of African Descent, Black Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically underrepresented communities.

Rugby Nova Scotia encourages all qualified people to apply. If we can make this easier through accommodation in the recruitment process, please contact us. All applicants must be able to provide a criminal record check.

Email Resume and Cover Letter to: RUGBYED@SPORTNOVASCOTIA.CA
Subject Line: Rugby Nova Scotia Program Coordinator