



## League Administration Coordinator (Summer Position)

**Organization:** Rugby Nova Scotia

**Location:** Halifax, NS (with some remote flexibility)

**Term:** 8-week contract (Summer 2026)

**Hours:** Approximately 30 hours per week

**Reports To:** Technical Director

### Position Overview

Rugby Nova Scotia is seeking a detail-oriented and organized **League Administration Coordinator** to support the effective delivery of provincial competitions. This role is ideal for an individual with strong administrative skills and an interest in sport operations and competition management.

The successful candidate will play a key role in ensuring league operations run smoothly by maintaining accurate schedules, standings, and player information, while supporting communication between clubs, match officials, and Rugby Nova Scotia staff. This position will also support digital systems and website updates to ensure information is current and accessible.

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### Key Responsibilities

#### League Operations

- Maintain and update league schedules, including game changes and cancellations
- Record and verify game scores and ensure standings are accurate and up to date
- Support player eligibility tracking in accordance with league regulations

#### Systems & Data Management

- Manage and update the player registration and competition management system (e.g., PlayHQ)
- Ensure accuracy of team rosters, game sheets, and competition data

- Support data tracking and reporting related to league operations

### **Field & Match Coordination**

- Assist with field booking coordination and tracking
- Support communication with Match Officials regarding game allocations and updates
- Ensure all stakeholders are informed of schedule changes in a timely manner

### **Communications & Website Updates**

- Update league information on the Rugby Nova Scotia website
  - Support communication with clubs regarding schedules, standings, and requirements
  - Assist in maintaining clear and consistent competition-related messaging
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### **Qualifications & Skills**

- Background in sport management, administration, or a related field (current student or recent graduate preferred)
  - Strong organizational skills and attention to detail
  - Experience working with data, spreadsheets, or registration systems
  - Ability to manage multiple tasks and meet deadlines in a fast-paced environment
  - Strong communication and problem-solving skills
  - Experience with rugby or sport competition structures is considered an asset
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### **Additional Requirements**

- Must be between ages 15-30
  - Must be available for the full duration of the 8-week contract
  - Ability to work flexible hours, including occasional evenings and weekends
  - Proficiency with Microsoft Office or Google Workspace; experience with sport management systems is an asset
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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.

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## **How to Apply**

Please submit your **resume and cover letter** to:  
[rugbyed@sportnovascotia.ca](mailto:rugbyed@sportnovascotia.ca)