



Lutte NB Wrestling (LNBW) is seeking a person to fill the position of Executive Director.

Lutte NB Wrestling is the amateur wrestling organization in the province of New Brunswick.

Some of the goals of the organization are:

- ✓ To grow the sport of Olympic wrestling in the province.
- ✓ To improve the level of Olympic wrestling in the province.
- ✓ To develop our athletes, coaches, officials, and volunteers.

The ideal candidate will be self-motivated and an effective communicator with the ability to build strong business relationships. The Executive Director will be responsible to:

- Manage the day-to-day operations of LNBW such as accounts payable, accounts receivable, membership invoicing and tracking and other financial functions;
- Provide our approximate eight local clubs with support for items such as but not limited to tournament organization, operational plans, and general office administration.
- Organize development opportunities for coaches, officials, and athletes;
- Create and/or update LNBW policies;
- Provide support to the Board of Directors such as event support, site inspection, sponsorship, and meetings;
- Work closely with other stakeholders such as Government of New Brunswick and Wrestling Canada;
- Work closely with the NBIAA, the NBIAA Wrestling Chair, and Middle School Wrestling to enhance school-based wrestling in the province;
- Other tasks as requested by the President and/or Board of Directors.

Required qualifications:

- Degree in Sports Administration, Business Administration, or related field with a minimum of three years of experience.
- Knowledge and experience using Microsoft Office Suite.

Asset Qualifications:

- Able to use various Social Media platforms – Webpage, Facebook, Instagram, Snapchat, YOUTUBE, etc.
- Experience using an accounting software
- Ability to communicate in French and English

As an employer, LNBW will provide you with a diverse work experience and the ability to work remotely with a flexible schedule. We provide support for professional development.

Salary: \$40 000 per year. Travel and other expenses as approved by the Board of Directors.

Term of Contract: Initial contract will finish on June 30, 2021. Opportunity for contract renewal.

Resumes and cover letters must be received by August 31, 2020. Only candidates who are selected for an interview will be contacted. Interviews will be conducted at an agreed upon date with the candidate.

Applications can be sent to:

Chris Falconer

ccfalconer@hotmail.com