



The Nova Scotia Equestrian Federation (NSEF) is seeking a full-time Program Manager. As the largest membership-based equestrian organization in Atlantic Canada, the NSEF is responsible for the delivery of competitions, athlete/coach and officials' programs for the sport of equestrian, along with equine related education and awareness programs and services. Our website is [www.horsenovascotia.ca](http://www.horsenovascotia.ca)

We are seeking a highly motivated individual to join our team to support member programs and services as our Program Manager, a full-time position based out of our home base at 5516 Spring Garden Road in Halifax.

### **General Description**

The Program Manager, who reports to and takes direction from the Executive Director, is responsible for the development and management of NSEF programs and services, specifically in the areas of:

1. Competitions Management
2. Officials Program Coordination
3. Safe Sport/Inclusion Program Coordination
4. Industry/Recreation Programs Support
5. Other

#### **1. Competitions Management**

- a. Scotia Series/Equestrian Canada competition management including Horsesport.pro online system and year-end results
- b. Liaise with the volunteer NSEF Director of Competitions and Competition Committee
- c. Coordinate the NSEF Provincial Championships
- d. Reporting as required

#### **2. Officials Program Coordination**

- a. Assist with the implementation of the Scotia Series/Equestrian Canada Officials Program
- b. Oversee the organization of NSEF/EC officials' clinics and seminars
- c. Maintain NSEF/EC officials' information on NSEF Website/database
- d. Reporting as required

#### **3. Safe Sport/Inclusion Program Coordination**

- a. Oversee the NSEF/EC Safe Sport Program in partnership with EC/Sport Nova Scotia
- b. Work closely with stakeholders for program education and awareness
- c. Work closely with IT personnel to ensure database management efficiency

#### **4. Industry/Recreation Program Support**

- a. Liaise with the volunteer Directors of Industry and Recreation on program education and awareness

## 5. Other

- a. Some weekend/evening work and travel is required
- b. Assist with the editing and execution of NSEF 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

### **Position Skills Set:**

- ✓ Experience/knowledge of NSEF Scotia Series/EC Competitions/EC or NSEF Officials Program
- ✓ Experience/knowledge of the NSEF Online Competition Management System (Horsesport.Pro) is an asset
- ✓ Database experience
- ✓ Microsoft Office proficiency (Word, Excel, PowerPoint)
- ✓ Strong communication skills
- ✓ Experience working with a sport-related organization is an asset
- ✓ Ability to thrive in a fast-paced, team-oriented environment

The NSEF is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

Salary range is commensurate with experience.

**Please submit your resume, cover letter outlining your skills set as above, salary expectation and references in confidence to Heather Myrer at [nsef@sportnovascotia.ca](mailto:nsef@sportnovascotia.ca). Please note: You will be contacted only if you are invited to the next step of the process.**

**Application Deadline:** Friday, October 8<sup>th</sup>, 2021