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Suite 446, 1800 Argyle Street, Halifax, Nova Scotia B3J 3N8 • Tel: 902-421-1266 Fax: 902-425-1148 • [www.nsshf.com](http://www.nsshf.com)

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## **EMPLOYMENT OPPORTUNITY**

### **EDUCATION PROJECT COORDINATOR**

This key leadership position is responsible for the implementation of the provincial education program and assisting with specific projects involved in marketing and fundraising.

The successful candidate will have the opportunity to work in a unique environment and for an organization that promotes and preserves Nova Scotia's rich sport heritage. The coordinator will be a dynamic self-starter with excellent communication skills with experience in presentations, special events and marketing.

#### **Qualifications and Requirements include:**

- Post secondary education or equivalent experience
- Excellent time management and communication skills
- Experience in group presentations and working with volunteers
- Experience in special events and fund raising projects
- Ability to work outside regular business hours
- Knowledge and experience in social media
- Valid driver's license
- Proficiency in office procedure and computer knowledge

Interested applicants should forward a cover letter and resume via email to [halloffameevents@eastlink.ca](mailto:halloffameevents@eastlink.ca)

or mail to:

NS Sport Hall of Fame  
1800 Argyle St. Ste. 446  
Halifax, NS  
B3J 3N8

Only successful applicants will be contacted for an interview

***“Promoting Our Great Sport Heritage”***