

Summer Student Positions - 2025

The Newfoundland and Labrador Athletics Association (NLAA) is the Provincial Sport Organization for Athletics in Newfoundland and Labrador. In this role, the NLAA is responsible for the governance and promotion of the sport, including track and field, road racing, and cross-country running.

The NLAA is currently accepting applications for the Canada Summer Jobs program:

- **Administrative Assistant and Program Support**, and
- **Tely 10 Coordinator and Event Support**.

The deadline to apply is April 24, 2025. Positions will be available based on approved funding. Interested applicants are asked to submit a cover letter outlining their relevant skills and experience, along with their resume, to athletics@nlaa.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Applicant Eligibility (as per eligibility for the Canada Summer Jobs Grant):

- Be between 15 and 30 years of age at the start of their employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of their employment; and
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada under relevant provincial or territorial legislation and regulations.

Administrative Assistant and Program Support

Position Overview:

The NLAA is seeking a dedicated and organized Administrative Assistant to support the organization's operations. This role involves administrative tasks and occasional fieldwork, including event coordination and support. The position will report directly to the Executive Director.

Rate of Pay: \$17.60 per hour plus 4% vacation pay (35 hours/week) (flex-time will be required)

Period of employment: April 28 – August 24, 2025

Primary Job Responsibilities:

1. Assist the Executive Director with administrative tasks, including reporting, general office support, and answering emails and phone calls.
2. Manage administrative tasks related to membership, including data entry for road and track meets, maintaining records, and providing general assistance during events.
3. Operate phone systems, handling incoming calls with professionalism and courtesy.
4. Help the Executive Director with records management, ensuring that all documents and information on the NLAA website are up to date.
5. Maintain confidentiality of sensitive information in accordance with company policies.
6. Perform regular physical counts of supplies and maintain accurate, up-to-date inventory records.
7. Support various NLAA events and programs as needed.

Experience, Requirements and Beneficial Skills:

- Previous experience or education in sports administration or management is preferred.
- A proactive attitude towards problem-solving and a willingness to learn new skills.
- Possesses strong written and verbal communication skills, along with excellent phone etiquette.
- Ability to work effectively both as part of a team and independently.
- Proficiency in Google Workspace, word processing, and other technology platforms (e.g., Open Office).
- Highly organized and detail-oriented.
- Ability to manage multiple tasks efficiently while maintaining a high level of organization.
- Proficient in data management, including spreadsheets.
- Completion of CAC Safe Sport Training.
- Willingness to obtain a Criminal Record Check with Vulnerable Sector Check.
- Physical ability to lift and move equipment at event venues as required.

Tely 10 Coordinator and Event Support Position

Position Overview:

NLAA is looking for a highly organized and detail-oriented Event Coordinator to join our dynamic team. The ideal candidate will be responsible for planning, executing, and managing the Tely 10 Road Race, ensuring that the event runs smoothly and efficiently. This role requires excellent communication skills, strong customer service abilities, and a passion for the sport. The Event Coordinator position is essential for the successful delivery of the Tely 10 Mile Road Race.

Rate of Pay: \$18.00 per hour plus 4% vacation pay (35 hours/week) (flex-time will be required)

Period of employment: April 28 – July 20, 2025

Key Responsibilities:

- Assist the NLAA Executive Director with administrative tasks, including reporting, office support, and answering emails and phone calls.
- Support event operations, logistics, and volunteer coordination.
- Oversee the preparation of race kits, Expo/bib pickup, and venue setup.
- Manage the setup and teardown of the event's start and finish areas, including cleanup, event signage, the awards stage, racecourse, barricades, start and finish lines, and the Expo.
- Ensure the integrity of registration data.
- Identify volunteer needs, define positions and responsibilities, and manage the recruitment, assignment, and duties of race volunteers.
- Perform regular physical counts of supplies and maintain accurate, up-to-date inventory records.
- Maintain confidentiality of sensitive information in accordance with company policies.
- Provide support for other NLAA events and programs as needed.

Experience, Requirements, and Desired Skills:

- Previous experience or education in sports administration or management is preferred.
- A proactive attitude towards problem-solving and a willingness to learn new skills.
- Possesses strong written and verbal communication skills, along with excellent phone etiquette.
- Ability to work collaboratively and independently as part of a team.
- Proficiency in Google Workspace, word processing, and other technology platforms (e.g., Open Office).
- Detail-oriented and highly organized.
- Ability to manage multiple tasks efficiently while maintaining a high level of organization.

- Time management skills to meet deadlines in a fast-paced environment.
- Proficient in data management, including spreadsheets.
- Completion of the CAC Safe Sport Training.
- Willingness to obtain a Criminal Record Check with a Vulnerable Sector Check.
- This position may require lifting and moving equipment at event venues.

If you are passionate about creating memorable experiences and have the necessary skills to thrive in this role, we encourage you to apply for the Event Coordinator position today!