



Project Coordinator (Summer student)

Recreation NB | Loisirs N.-B.

Fredericton, New Brunswick

12-Week Term Position | In-Person | Bilingual Required

Recreation NB | Loisirs N.-B. is seeking an organised, motivated, and community-minded individual to join our team this summer as a Project Coordinator. Based in Fredericton, this in-person position will support a range of projects and initiatives that advance recreation, parks, physical activity, and community wellness across New Brunswick.

This position is funded through the Canada Summer Jobs program and is well suited for a student or recent graduate looking to gain practical experience in project coordination, communications, and the recreation and parks sector.

The role includes direct support to national initiatives led by the Canadian Parks and Recreation Association (CPRA), particularly related to data and infrastructure projects.

Key Responsibilities

The successful candidate will support the coordination and delivery of projects and initiatives, including:

- Contribute to the CPRA's National Facilities Database (review, analyze and update current Recreation NB | Loisirs N.-B. data for accuracy and input data into the national framework)
- Manage large data uploads
- Collect data through community outreach
- Liaise with communities to receive data and fill knowledge gaps
- Conduct research and compile information related to recreation, parks, physical activity, and community wellness initiatives
- Assisting with planning and coordination of meetings, events, and training opportunities
- Supporting communications efforts, including social media, website updates, newsletters, and promotional materials
- Assist with membership services and stakeholder engagement activities
- Support administrative tasks, project tracking, and reporting requirements
- Assist staff with summer meetings, conferences, and special projects

- Other related duties as assigned
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Qualifications

The ideal candidate will possess:

- Post-secondary education or current enrolment in Faculty of Kinesiology – Recreation and Sport Studies, communications, public administration, marketing, tourism, kinesiology, or a related field
 - Strong organisational and time management skills
 - Excellent written and verbal communication skills
 - Ability to work independently and collaboratively in a fast-paced environment
 - Experience with Microsoft Office and social media platforms
 - Experience working with data, spreadsheets, or databases is considered an asset
 - Knowledge of Canva, or graphic design tools is considered an asset
 - A valid Class 5 driver's licence is considered an asset
 - Ability to communicate fluently in both official languages (English and French) is required
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Position Details

- 12-week term position (Canada Summer Jobs funded)
 - In-person position based in Fredericton, NB
 - Four-day work-week (Monday to Thursday)
 - \$20.00/hr plus 4% vacation
 - Anticipated start date: June 2026
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Eligibility (Canada Summer Jobs)

To be eligible for this position, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred
- Have a valid Social Insurance Number and be legally entitled to work in Canada

How to Apply

Please submit your resume and cover letter to:

cgallant@recreationnb.ca

Applications will be accepted until the position is filled.

Recreation NB | Loisirs N.-B. is committed to fostering an inclusive and accessible workplace. We encourage applications from individuals of all backgrounds and experiences.