

Event Coordinator (Seasonal – 14 Weeks)

Tennis Nova Scotia

Tennis Nova Scotia is seeking a motivated and organized **Event Coordinator** to support the delivery of a busy summer tournament schedule. This is a full-time, seasonal position ideal for a post-secondary student looking to gain hands-on experience in sport event management.

Position Details

- **Duration:** May 25 – August 28, 2026 (14 weeks)
- **Hours:** 35 hours per week
- **Location:** Primarily based in Bedford, with travel to tournament sites as required.

Key Responsibilities

- Assist with the planning, coordination, and execution of provincial tennis tournaments
- Support on-site tournament operations, including player check-in, scheduling assistance, and event setup/teardown
- Liaise with players, coaches, officials, and volunteers to ensure a positive event experience
- Help manage tournament communications and respond to participant inquiries
- Assist with administrative tasks related to competitions and event logistics
- Ensure events run smoothly and in accordance with Tennis Nova Scotia standards

Event Schedule

The Event Coordinator will be required to work the following events:

- May 29–31: NS Junior 4 Star Tournament
- June 4–13: Bedford Open
- July 3–5: Rob Weatherston Masters
- July 10–12: NS Summer Classic
- July 20–26: Tennis Nova Scotia Regional Junior Championship
- July 31–August 2: Dave Piers / St. Georges Open
- August 14–16: WTN Tournament
- August 21–30: Nova Scotia Open

Qualifications

- Must be returning to full-time post-secondary studies in Fall 2026
- Strong organizational and time management skills
- Excellent communication and interpersonal abilities
- Ability to work independently and as part of a team in a fast-paced environment
- Willingness to work evenings and weekends as required

Assets

- Knowledge of tennis and/or tournament play
- Previous experience in event coordination, sport, or customer service

Why Join Us?

This role offers a unique opportunity to be part of the competitive tennis landscape in Nova Scotia, gain hands-on event experience, and contribute to delivering high-quality tournaments for players of all levels.

Application Deadline: Friday May 8th

To apply please email mollypineau@tennisnovascotia.com