



Tournaments Assistant

About Basketball New Zealand

A rare and exciting opportunity to step into the sport industry has arisen at Basketball New Zealand.

This is an exciting time for basketball. Basketball is New Zealand's fastest growing major sport. Our national teams are playing more frequently than ever before and our recent inclusion in the FIBA Asia Zone sees Basketball New Zealand with more international presence than ever before. The local leagues, competitions and tournaments are getting bigger each year. Participation numbers are through the roof and more sponsors are looking to basketball to help their cause.

To help with this growth, Basketball New Zealand is seeking a Tournaments Assistant.

Position and Role Summary

We are seeking a **Tournaments Assistant** to provide administrative and operational support for tournaments and leagues, focusing on the delivery of our national tournaments. This is a fixed term, part time position based in Wellington.

To be successful in this role you need to have:

- Experience in sport administration and the delivery of competitions or events
- Outstanding customer focus and a commitment to quality
- A high level of organisational, time management and prioritising skills
- Excellent written and oral communication skills
- Strong interpersonal skills with the ability to build relationships with people at all levels.
- Excellent computer skills (Microsoft office suite) and an understanding of databases.
- A flexible, positive attitude to operate in a changing work environment
- An ability to work independently and as part of a team

We strive to deliver outstanding tournament experiences for everyone involved and help grow basketball as a cornerstone sport for New Zealanders and to achieve success on the world stage.

If you want to be part of basketball leadership in New Zealand we want to hear from you.

Application:

To apply send your CV and a cover letter on why you are a great fit for this role. Applications close Monday 18 February 2019. Applications and further enquiries can be emailed to jobs@nz.basketball.