

MONTREAL ALLIANCE - CEBL

JOB POSTING



Position title :	<i>Basketball Operations Coordinator</i>
Start date:	<i>January 12, 2026</i>
Position type :	<i>Seasonal / part-time (January-April)</i> <i>Seasonal / full-time (May-August)</i>
Location :	<i>Verdun Auditorium</i>

POSITION OVERVIEW

Reporting to the *General Manager*, the *Basketball Operations Coordinator* plays a central role in the day-to-day management and logistics of the professional basketball team. This individual ensures compliance with league and governing body regulations, coordinates all aspects of team travel and operations, and helps provide an optimal environment for players and staff both at home and on the road.

The Basketball Operations Coordinator also serves as the main point of contact between team management, players, coaches, and the organization's various departments. They play an active role in planning, coordinating, and executing all basketball-related operational activities.

The ideal candidate is passionate about basketball, curious, detail-oriented, and eager to learn and contribute to the team's success.

PRIMARY RESPONSIBILITIES

TEAM PLANNING & LOGISTICS

- Ensure compliance with *CEBL* and *FIBA* rules and regulations.
- Coordinate all aspects of team travel, including transportation, lodging, meals, schedules, and specific needs.
- Organize team practices and shootarounds both at home and on the road, and oversee the preparation of the practice court.
- Act as the primary liaison for the team while traveling.
- Work closely with the Director of Operations and Events to address specific game-day operational needs.

ADMINISTRATIVE & PLAYER SUPPORT

- Assist players with administrative requirements such as obtaining Social Insurance Numbers (SIN) and opening bank accounts.
- Facilitate communication between players, coaching staff, and internal departments (operations, marketing, partnerships, etc.).
- Support players' daily needs and help maintain a professional and structured environment.

EQUIPMENT & FACILITY MANAGEMENT

- Oversee the management and maintenance of team equipment (uniforms, training gear, accessories, etc.).
- Ensure that practice and game facilities are properly prepared and meet professional standards.
- Supervise and delegate tasks to basketball operations interns according to team priorities.

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SPONSORSHIP & PARTNERSHIP SUPPORT

- Collaborate on sponsorship activations and partner-related initiatives involving the team.
- Coordinate the preparation and distribution of meals or products associated with sponsorship agreements.
- Support the execution of promotional and operational initiatives linked to team partnerships.

REQUIREMENTS & DESIRED PROFILE

- Bachelor's degree or college diploma (completed or in progress).
- Excellent organizational skills and strong attention to detail.
- Ability to work effectively in a dynamic, fast-paced, and collaborative environment.
- Proven ability to manage multiple priorities simultaneously and perform well under pressure.
- Team spirit, initiative, creativity, and autonomy.
- Valid driver's license and comfort with travel for team-related needs.
- Flexible schedule (games, practices, evenings, weekends, and holidays during the season, as needed).
- Excellent communication skills in both French and English, spoken and written.
- Proficiency with basic computer tools (Microsoft Office and Google Workspace).
- Previous experience in sports management, team operations, or the sports industry (an asset).

Interested candidates are invited to submit their résumé no later than **December 31, 2025**, to **RH@AllianceMontreal.ca**, indicating the position title in the subject line.

Please note that only selected candidates will be contacted for an interview.