

Job Description: ProMOTION Plus- Administrative Manager Contract

Organization Overview: ProMOTION Plus is the British Columbia organization for girls and women in physical activity and is dedicated to increasing opportunities for girls and women in the sport and recreation delivery system.

ProMOTION Plus works closely with organizations such as CAAWS (Canadian Association for the Advancement of Women and Sport and Physical Activity), BCRPA (BC Recreation and Parks Association), BC Games Society, viaSport, Sport BC, Provincial Sport Organizations, the BC Centre of Excellence for Women's Health, and the BC Sports Hall of Fame on projects, events and programs to meet gender equity goals and support the efforts of communities to encourage more girls and women to be more active more often.

Job Title: Administrative Manager

Description of Position: ProMOTION Plus is seeking a long-term (12 months +) part time contractor to manage weekly administrative and social media functions for the organization, as well as event planning for the In Her Footsteps recognition program/event.

Duties include but are not limited to:

- Board of Directors: Providing administrative support to the Chair and Board of Directors including meeting preparation, agendas, minutes, AGM coordination, and BOD correspondence
- Social Media: Proactively managing and updating website and social media platforms including Facebook, Instagram and Twitter
- Managing organization's email account in a timely manner
- Event Coordination: Coordinating the nomination and selection process for the In Her Footsteps (IHF) Program as well as managing all event logistics for the annual IHF event
- Recognition: Facilitating nomination, selection and recognition of the Bobbie Steen Legacy Foundation Award
- Communication: Liaising via phone and email with Board of Directors, community partners, corporate sponsors and friends of ProMOTION Plus in a timely manner

Time Requirements: 4-8 hours per week (required time commitment may vary depending on time of year).

Pay: \$25.00/hr, not to exceed \$12,000.00 in total pay for the term of the contract. (Administrative Manager will keep track of hours with brief description of duties performed and submit monthly to Chair.)

Term of Contract: Feb 1, 2017 to March 2018 with potential to renew.

Reports to: Chair, Board of Directors

Qualification/Skills Required:

- Advocate for gender equity
- Passion for providing opportunity and recognition for girls and women in physical activity and sport
- Strong administration skills, organized, attention to detail
- Self motivated
- Experience supporting Board of Directors, specifically the Chair in preparing for meetings, taking minutes and circulating documents in a timely manner
- Working knowledge of Social Media
- Event Management experience
- Professional verbal and written communication skills

Application Deadline: January 20, 2017

Please submit resume and cover letter to info@promotionplus.org

Attn: ProMOTION Plus Job Posting