



ADMINISTRATIVE ASSISTANT – SOFTBALL BC

Softball BC, the governing body for amateur softball in British Columbia, is looking for an individual who shares our passion for healthy living, physical literacy and Sport 4 Life philosophies.

We invite qualified candidates to apply for the position of Administrative Assistant. This will be a part time position representing approximately 3 days per week, depending on seasonality. The successful candidate will be at the front of a movement to provide leadership to our membership throughout the province, requiring exceptional multi-tasking and organization skills

This position is integral to achieving our Mission Statement objective of building and promoting the sport of softball throughout the province of British Columbia.

Duties and Responsibilities

- Facilitating umpire and umpire clinic registration
- Marketing and promotion of softball through community events in BC
- Seeking out grants and fundraising opportunities under the supervision of the Executive Director
- Promoting domestic programming with BC's member clubs
- Assist directors in charge of related programming for recreational and "House" level events
- Updating data on members within the secure database, both for provincial government and NSO purposes
- Create reports and analytics from the membership database for action steps by committees as appointed by the board.
- Working under supervision of the accounting staff to submit postings for payments, reconciliation of clinics and camps, as well as official's registration.
- Other responsibilities as may be assigned

Qualifications

- Proficient in Microsoft Office or equivalent
- Basic understanding of accounting principles
- Strong verbal and written communication skills
- Knowledge of database infrastructure and analytics
- Ability to adjust and work with flexible hours, including weekends
- Ability to work in fast changing environment
- Exceptional customer service skills
- Experience working with a membership based volunteer association
- Able to carry out other duties/tasks as assigned by the Executive Director
- Detail oriented, creative



The ideal candidate will be outgoing, able to relate to a wide age range from primary to adults. He/she will be as comfortable playing children's games as they are speaking to a group of adults. It will be important to understand the softball community stream and be able to identify with the participants. Knowledge of softball, experience playing or coaching at a Community stream level is required. A graduate of sport and recreation management is encouraged.

Terms of Employment

Reporting to the Executive Director

Ability to work primarily in the provincial office during regular office hours, Monday to Friday, 8:30 AM – 4:30 PM, but with flexibility to work in the field as necessary

Days of work are flexible and can be adjusted as necessary to accommodate the successful candidate

Compensation will depend on qualifications

Inquiries and applications for this position may be sent by November 24th, 2017 to:

Softball BC

#210, 8889 – Walnut Grove Drive, Langley BC

V1M 2N9

Attn. – Rick Benson

Or email to rbenson@softball.bc.ca

Softball BC thanks all applicants, but only those short listed will be contacted. We kindly request no telephone inquiries regarding this posting.