

Job Description

Membership Coordinator, Triathlon BC (full-time)

Triathlon British Columbia (Triathlon BC/TriBC), the provincial governing body for triathlon in British Columbia, is currently seeking a Vancouver-based individual to fill the position of Membership Coordinator. This full-time position is designed to support the needs of Triathlon BC's growing membership base on a variety of levels. Reporting to the Executive Director and liaising with the Board of Directors, the Membership Coordinator will be responsible for the on-going servicing of athletes, race directors and officials at the local, regional and provincial levels.

RESPONSIBILITIES

- Establish and maintain effective relationship with a variety of key stake holders, including athletes, Local Sport Organizations (LSOs) clubs, schools, race directors, officials and municipalities.
- Oversee the membership of over 3,000 unique customers.
- Liaise with third party online membership processors.
- Prepare written and electronic material as required.
- Manage the BC Team program, including the BC Summer Games/Western Canada Summer Games/Canada Summer Games, and Provincial Race Series.
- Manage, assign and track Provincial Level Officials across British Columbia.
- Overseeing a variety of administrative procedures to meet objectives set by the Board as it relates to Triathlon BC's overall strategic plan.
- Assists with the coordination and preparation of the Annual General Meetings, and the Association's annual Fund Raising Gala.
- Attend monthly Board meetings and prepare required written reports.
- On occasion, represent Triathlon BC at various Metro-Vancouver-based Provincial Race Series events.
- Fulfil sponsorship obligations associated with Provincial Race Series events.
- Some weekend work and travel is required.
- Responds to phone and email inquiries from the public and membership

QUALIFICATIONS

- Applicant should be comfortable working in a home-office atmosphere, be a self-starter and be highly motivated.
- Minimum 3 years experience in an office environment, or equivalent not-for-profit experience.
- Ability to respond effectively to requests for support.
- Understanding of the Canadian Long Term Athlete Development Guide (LTAD/CS4L) and Triathlon Canada rules and regulations.
- Excellent organizational skills and accurate record keeping ability. This encompasses the need for proficient computer skills (MS Office, including Excel, PowerPoint and familiarity with database and desktop publishing programs).
- Knowledge of the BC sport system, while not essential, is an asset.
- Excellent written and verbal communication and facilitation skills.
- Time management skills, and the ability to manage and prioritize multiple tasks concurrently within tightly controlled timelines and budgets are essential.
- Ability to work as a team player in a largely volunteer-based organization.
- NCCP Triathlon certification is an asset.
- A valid class 5 Driver's licence with an acceptable driving record and reliable vehicle is required.

While this position will be based out of a home office initially, the position will move to a formal office environment within a two month period.

Interested applicants are asked to submit a resume and cover letter by noon, Wednesday, May 11th. We would like to thank all applicants that apply, however only those chosen for an interview will be contacted.

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