

Sport BC Program Administrator

Job Description

Sport BC believes in the power of sport and is committed to building stronger communities through positive sport experiences for the 800,000 amateur sport participants in British Columbia. Our goal is to enhance and support sport participation in British Columbia ensuring everyone has the opportunity to thrive. Through our members and our signature initiatives KidSport BC, BC Amateur Sport Fund, and ProMOTION Plus along with our services Sport BC Insurance, and Payroll and Group Benefits; Sport BC supports our sixty-nine member organizations consisting of Provincial, Multi, and Disability Sport Organizations.

Sport BC is seeking an enthusiastic Program Administrator to support all efforts of Sport BC, specifically our signature program KidSport BC, communications, events, and membership engagement. The Program Administrator will play a key role in all of Sport BC's efforts to support our members and the amateur sport sector in British Columbia.

Reporting to the Communications Manager, the Program Administrator will:

- Process KidSport BC applications
- Handle KidSport BC phone and email enquires
- Support KidSport BC events (golf tournament, Chapter events)
- Handle Sport BC phone and email enquiries
- Support Sport BC meetings (scheduling meetings, note taking, preparing presentations)
- Lead office tasks as needed
- Work to support members of Sport BC in a number of ways including database management
- Support various volunteer committees of Sport BC, such as ProMOTION Plus and the Athlete of the Year Awards' Selectin Committee
- Oversee the application processes and selection committee set up for key recognition initiatives:
 - Athlete of the Year Awards – category nominations
 - In Her Footsteps, Celebrating BC Women In Sport
 - Bobbie Steen Legacy Foundation Award
 - Daryl Thompson Lifetime Achievement Awards
- Work with volunteers supporting Sport BC's events and efforts, specifically the long-standing Athlete of the Year Awards
- Work to support communication strategy and efforts of Sport BC:
 - Coordinating social media content
 - Gathering content from Sport BC members

Requirements:

- Post-secondary education is preferred
- A minimum of 1-2 years' experience in similar role
- Strong written and verbal communication skills
- Excellent organizational abilities
- Clear and concise communication with team members
- Ability to work independently and collaboratively
- Knowledge and passion of the amateur sport sector in British Columbia is an asset

Attributes and Qualifications:

- Committed and passionate: A deep conviction for the power of sport and its positive impact and influence on Canadians - what Sport BC and our members in the amateur sport sector do – is essential for supporting activities of our organization and members.
- Relationship builder: You have a proven track record in building relationships with a strong reputation for being a positive team contributor.
- Strong written and verbal communication skills.
- Organized and motivated: You are resourceful, self-motivated and will bring passion and enthusiasm to this role.
- You are confident and enthusiastic about achieving goals. You have exceptional time management and organizational skills and provide consistent follow-up.
- Professional and credible: You can represent Sport BC in the public sphere in a manner that is consistent with the organization's vision, mission, and professional reputation.

To Apply:

Sport BC encourages applications from all qualified candidates. The Program Administrator will report to the Communications Manager, work with the Program Manager and all members of the Sport BC team.

This is a full-time position based in Vancouver, B.C. and offers a competitive salary and strong benefits package. Please submit your Cover letter and CV to allison.mailer@sportbc.com the posting will remain open until **Monday, May 10, 2021** at 5pm. We thank all candidates for their interest in the position.