
Sport BC Operations 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 seventy-four member organizations consisting of Provincial, Multi, and Disability Sport Organizations.

Sport BC is seeking an enthusiastic Operations Administrator to support all efforts of Sport BC, including membership needs, communications efforts, events, and additional organizational support. The Operations 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.

Supporting all operations of the organization, the Operations Administrator will be a key member of the Sport BC team, supporting members, Board of Directors, committees, and staff through administrative support. The specific tasks and responsibilities of the Operations Administrator include:

Administration

- Reviews office procedures and processes to create efficiencies and develop creative solutions
- Updates and maintains processes and folders to improve organization and efficiency
- Ensures the office is well-maintained and organized
- Provides administrative support to Sport BC staff and Board of Directors by scheduling meetings, taking meeting minutes, and preparing presentations, including preparation and hosting of the Annual General Meeting
- Handles information requests and feedback regarding membership
- Works to grow the value of Sport BC membership through excellent service support

Event/Program Support

- Oversees the coordination of Sport BC events including:
 - Athlete of the Year Awards
 - Community Sport Hero Events
 - Sport BC Member Events
 - KidSport Fundraising Events
 - Committee Meetings
 - Staff Events

- Provides support for Sport BC volunteer committees, such as ProMOTION Plus and the Athlete of the Year Awards Selection Committee
- Oversees the application process 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
- Maintains volunteer contact lists and issues calls-for-volunteers
- Works with volunteers supporting Sport BC's events and efforts, specifically the long-standing Athlete of the Year Awards
- Provides support for KidSport BC events, administration and fundraisers, when required

Communications

- Acts as the first point-of-contact for Sport BC's communication channels, including phone, email, social media messaging, and in-person
- Supports Sport BC Team in promoting our efforts through various communication channels (social media, newsletters, website)
- Posts website news articles and updates pages
- Produces and schedules content for social media with the guidance of KidSport BC and Sport BC senior staff
- Assists with production of graphics, reports, and other promotional materials (training can be provided, but experience is preferred)

Requirements:

- Post-secondary education is preferred
- A minimum of 2-3 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 BC 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.

Compensation:

Compensation \$49,000-54,000 annually (based on experience). Sport BC offers a strong benefits package.

To Apply:

Sport BC encourages applications from all qualified candidates. The Operations Administrator will report to the Director Operations and work closely with 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. The work will be a combination of remote and in person and does require flexibility of working hours based on event needs.

Please submit your Cover letter and CV to info@sportbc.com the posting will remain open until **Tuesday, May 23, 2023** at 5pm. We thank all candidates for their interest in the position.