

Sport BC Administrative Assistant Job Description

Sport BC believes in the power of sport and is committed to building stronger communities through positive sport experiences. Our goal is to enhance and support sport participation in British Columbia ensuring everyone has the opportunity to thrive. Through our signature programs 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-plus member organizations consisting of Provincial, Multi, and Disability Sport Organizations. Learn more at sportbc.com and keep up to date @SportBC.

Sport BC is seeking an enthusiastic summer student to fill the important role of Sport BC Administrative Assistant to support all efforts of Sport BC, including our signature program, KidSport BC, communications, events and membership engagement. The Administrative Assistant will play a key role in all of Sport BC's efforts to support our members and the amateur sport sector in British Columbia.

Key Responsibilities

In this role you'll be helping to advance our programs and support our fundraising efforts for the amateur sport sector. Specifically, you'll be:

- Assisting the Program Administrator with grant application processing
- Responding to phone and email enquiries
- Assisting with the planning and execution of KidSport BC's fundraising programs/initiatives, including the annual golf tournament in June (TBD), 50/50 program and more.
 - Provide support for social media content, email communications, volunteer management and event day execution
- Assisting with communications and donor stewardship activities
- Supporting Sport BC meetings (scheduling meetings, note taking, preparing presentations)
- Working with the Communications Manager to support members of Sport BC
- Working to support the communication strategy and efforts of KidSport BC and Sport BC by:
 - Developing social media content
 - Gathering content from Sport BC members
 - Assisting with website and database updates
- Supporting other office tasks as needed

Qualifications

The ideal candidate will be eager to support and ready to take on a variety of tasks. We're a small team, so often times it's 'all hands on deck' to get things done. Ideally, we're looking for someone with enthusiasm, resourcefulness and a willingness to support where needed.

Specifically, you should have:

- Grade 12 education is preferred
- Excellent written and verbal communication skills
- Proficiency with standard software applications, including Microsoft Office
- An ability to work independently and collaboratively as part of a team
- An ability to stay organized and effectively manage your time
- An interest in sports and knowledge of the amateur sport sector in BC is an asset
- Previous experience with social media and/or design is considered an asset

You should also be:

- 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.
- Organized and motivated: You are resourceful, self-motivated and will bring passion and enthusiasm to this role.
- 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.

Job Details

Term: 12 weeks with an anticipated start date of May 28, 2024

Location: This is a hybrid position and will include both in-person (Vancouver BC) and virtual work.

Compensation: \$18.00/hour

Hours: min. 30 hours/week, which may include some evening/weekend hours (to be discussed)

- Note: This position is partially funded by the Canada Summer Jobs Program provided by Service Canada and Candidates must meet the following eligibility requirements to be considered:
- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

To Apply

Sport BC encourages applications from all qualified candidates. The Sport BC Administrative Assistant will be reporting jointly to the Sport BC Communications Manager and KidSport BC Fundraising Manager.

Please submit your cover letter and CV to info@sportbc.com. The posting will remain open until Monday, May 13, 2024 at 5pm. We thank all candidates for their interest in the position but only those invited for interviews will be contacted.

