



2001A – 3713 Kensington Avenue
Burnaby, BC, V5B 0A7
604-333-3616

Event & Administration Coordinator
Contract Position Averaging 0.8 FTE
Full-Time In Season, Part-Time Off Season

Curl BC

Curl BC is the provincial sport governing body responsible for the development, promotion and organization of curling in British Columbia. Curl BC is also responsible for the championship system that declares provincial representation at national events. In cooperation with its membership of 90 facilities and their 24,000 regular curlers, Curl BC provides services for both competitive and recreational participants, including a variety of adaptive groups.

Reporting to the Event & Administration Manager and working closely with the Member Services Manager, the Event & Administration Coordinator will provide crucial support to the delivery of Curl BC's programs by assisting with online registrations, membership data management and event coordination and overseeing the distribution of educational course materials. The Coordinator will also be responsible for aiding the day-to-day operations of the organization by managing the office inventory, helping with mail-outs and handling incoming enquiries.

A team player, the Event & Administration Coordinator will be adaptable, have excellent organization skills, and be willing to show initiative.

Qualifications:

- Experience working in an office coordination role
- Strong Microsoft Office skills
- Experience dealing with members of the public
- Good communication skills and a proven team player
- Ability to work and problem solve independently
- Good organization and time management skills
- Strong computer skills
- Post-secondary course work, diploma or degree

Other assets:

- Proven ability to work independently with minimal supervision
- Proven ability to research and develop grant applications
- Prior coordination experience

- Experience with WordPress, Monday.com, registration systems and survey creation software

The ability to be firm, while exercising good judgment and tact when dealing with sensitive issues, is important in this position. Part of the Event & Administration Coordinator's responsibilities may require occasional meetings on evenings and weekends.

The Event & Administration Coordinator is based out of the Curl BC office in Burnaby, although remote or tele-commuting options may be considered on occasion.

Major areas of responsibility:

1. Event Coordination and Support

- Under the management of Member Services Manager, coordinate events and programs including:
 - Annual Awards
 - Girls Rock
 - Women in Curling
 - Community programs
 - Safe Sport initiatives
 - Diversity, Equity and Inclusion projects and programs
 - Adaptive Curling Experience
 - Aboriginal engagement
 - Newcomers engagement
- Provide administrative support for Board Meetings, AGMs, Business of Curling Symposium and staff meetings

2. Administration Support

Provide administrative support to other staff, including:

- Assist Event Operations Manager with competition operations, including volunteer management and software for events/officials
- Assist with Grant applications
- Assist with membership database and its reporting
- Raffle administration including portable sales units
- Record Policy updates
- 8-enders tracking, inventory, shipping and reporting to Curling Canada
- Form creation and management
- Manage Monday project management, Zoom and other IT/digital platforms
- Arrange travel and accommodations for board members attending meetings
- Staff time sheet creation and maintenance
- Answer phones and act as the first point of contact for the organization
- Data input and management of online records
- Develop and log online registrations
- Manage incoming mail, online payments

- Take minutes at meetings
- Assist other team members with specific projects
- Assist the CEO as needed

3. Management of inventory and shipping of assets including:

- Curling and officiating equipment
- Course materials
- Promotional items
- Trophies
- Pins

Reporting:

This position reports directly to Curl BC's Event & Administration Manager

Remuneration:

The annual salary range for this position will be 80% (0.8 FTE) of \$46,000 to \$59,000. Benefits program available upon successful completion of probationary period.

Application:

Please send your applications to Scott Braley, CEO of Curl BC, at sbraley@curlbc.ca.

The application deadline is October 11, 2024.

Curl BC is an equal opportunity employer.