



## Administrative COORDINATOR

### Position Summary

An exciting full-time opportunity has arisen within BC Soccer at its Vancouver office. BC Soccer is seeking a highly organized, detail-oriented, energetic, customer service focused, and proactive professional for the position of Administrative Coordinator. The Administrative Coordinator, based at the front desk, is a part of the Finance & Administration team and is responsible for supporting all member services of the organization including, but not limited to reception, office coordination, membership relations, and form management, meeting and event coordination.

### Specific Responsibilities:

- Responding to general inquiries from members and the public
- Managing and processing Member form submissions
- Assisting members with Insurance related queries
- General office administration, including:
  - Greeting visitors
  - Managing and maintaining the phone system
  - Overseeing incoming and outgoing mail and packages
  - Providing General office administrative support (monitoring office and kitchen supplies, preparing documents, switchboard)
- Coordinating travel arrangements for staff, board, and contractors
- Risk Management
  - Coordinating and tracking all association specific criminal record check activity
  - Supporting the maintenance of the BC Soccer Risk Management Guide
- Event support and coordination including but not limited to:
  - Meetings of Members (Annual General Meeting, Special General Meeting including the Annual Awards and Scholarships Banquet, other events)
  - Internal staff and board functions
  - Coordinating and preparing materials and food/beverage (as necessary) for meetings
  - Managing meeting room bookings
- Supporting the Finance Department, including but not limited to;
  - Processing cheque and credit card payments
  - Matching incoming payments to invoices
  - Filing
- Member Registration (including but not limited to):



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- Analyzing and summarizing registration data for invoicing
  - Registration payment/data collection, follow-up and reconciliation
  - Registration data analysis
  - Monitoring and reporting
  - Training and supporting users
- Various special duties as assigned by the Manager of Administration

### **Required Knowledge, Abilities, Skills, Training, Experience, and Education**

#### **General**

- Commitment to delivering high standards of customer service and appropriate experience to demonstrate this.
- Open minded and self-starter
- Exceptional organization and prioritizing skills
- Willingness to take initiative and always look to improve
- Able to compose both routine and non-routine correspondence
- Able to work independently and in a team environment while maintaining confidentiality
- Able to establish and maintain effective working relationships with colleagues and the BC Soccer Membership (Clubs, Districts, Leagues, etc.) while supporting the overall structure and philosophical strategy set out by the British Columbia Soccer Association
- Able to represent BC Soccer as required, including traveling should it be required
- Willing to submit CPIC (Criminal Records) clearance
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Ability to analyze data
- Fluency in English
- Experience in a non-profit working environment and a passion for sports would be an asset
- Willingness to learn and interpret BC Soccer Rules and Regulations
- Post-secondary certificate (or courses) in business/office administration (or a related field) would be an asset

#### **Remuneration**

The position will include full benefits and a competitive sports industry salary commensurate with experience. The expected salary range is \$42,000-\$48,000.

#### **Application**

Interested applicants should submit their resume, cover letter, and salary expectation range to BC Soccer to the attention of Farideh Zarei, Manager, Administration at [feedback@bcsoccer.net](mailto:feedback@bcsoccer.net) (email subject: Administrative Coordinator). Applications will be received until the position is filled.