

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 815,000 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 BC Women & Sport along with our services Sport BC Insurance, and Payroll and Group Benefits; Sport BC supports our seventy-eight member organizations consisting of Provincial, Multi, and Disability Sport Organizations.

Sport BC, as a member-based organization, facilitates the growth of sport in BC and provides leadership through delivery of its programs and services for members.

SPORT BC VISION

Sport in British Columbia is thriving through the leadership of Sport BC and our members and the value of sport is well established as a central pillar of social development.

SPORT BC VALUES

Central to all that we do, you should expect to see our values in action when you work with us: Integrity, Transparency, Collaboration, Creativity and Innovation.

The Opportunity

Sport BC is seeking an enthusiastic individual to fill the important role of Sport BC Program Administrator to support various aspects of our organization, with a specific focus on our signature program, KidSport. In this role, you will be supporting our efforts to remove financial barriers that prevent children in BC from participating in sport and helping to advance our programs and support for the amateur sport sector.

Specifically, the Program Administrator will be:

- Processing grant applications for select communities being supported through our KidSport BC Provincial Office, including entering data from paper applications, following up with applicants for missing information, liaising with sport clubs, and reviewing applications through the online system in accordance with eligibility criteria for grants.
- Responding to general inquiries by phone and email.
- Assisting with proactive outreach to sport clubs and other like-minded agencies to promote KidSport in communities supported.
- Assisting with communications, donor stewardship and fundraising activities (e.g. updating impact reports, preparing donor thank you letters, preparing grant data summaries)
- Supporting KidSport's 50/50 program partnership with the Vancouver Whitecaps. Specifically, communicating with winners and coordinating payouts, updating post-match documentation, and supporting game day operations (where possible).
- Assisting with other day to day activities (i.e. website updates, database entry, package preparation, writing, and other general administration).

The Program Administrator is keen to be a part of an active team and will play a key role in all of Sport BC's efforts to support our members and the amateur sport sector in British Columbia. This position requires the ability to handle diverse responsibilities and an often fast-paced environment. In addition to the KidSport administration support other tasks may include:

- Handling Sport BC member engagement activities (communications, special events, learning opportunities etc.)
- Supporting Sport BC meetings (scheduling meetings, note taking, preparing presentations)
- Working to support members of Sport BC in a number of ways including data collection and regular correspondence
- Supporting various volunteer committees of Sport BC, such as BC Women & Sport and the Athlete of the Year Awards' Selection Committee
- Working with volunteers supporting Sport BC's events and efforts, specifically the long-standing Athlete of the Year Awards

Work will also support the communication strategy and efforts of Sport BC:

Coordinating social media content

- ◆ Gathering content from Sport BC members
- Maintaining media contact list

Ultimately, the Program Administrator supports the Vice-President Operations and KidSport BC Director ensuring administrative tasks are handled efficiently for all aspects of Sport BC operations.

Specifically, you should have:

- Post-secondary education preferred, ideally with a focus in sport and/or recreation
- Minimum 1-2 years' experience in a similar role
- 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
- Strong organization skills and effective time management
- A strong sense of integrity to uphold the confidentiality of KidSport applicants
- An interest in sports and knowledge of the amateur sport sector in BC and/or previous experience in the non-profit sector is 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, and 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.

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Job Details

This is a full-time permanent position with benefits.

Hours: 40 hours/week, which may include some evening/weekend hours (to be discussed)

Location: This is a hybrid position and will include both in-person work at our Waterfront Vancouver office (2-3 days/week).

Compensation: \$50,000-\$55,000

We welcome applicants that are committed to working and able to work Vancouver and are agreeable to the salary range posted above.

To Apply

The Sport BC Program Administrator will be a key member of the Sport BC/KidSport team. Sport BC encourages applications from all qualified candidates.

Please submit your cover letter and CV to info@sportbc.com. Applications will be accepted until **Wednesday, November 27, 2024 at 5pm** or until the position is filled. We thank all candidates for their interest in the position but only those invited for interviews will be contacted.