

Sport BC Program Manager

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 experienced and enthusiastic team member to fill the new and important role of Sport BC Program Manager to support all aspects of our organization, with a specific focus on member engagement, program oversight and implementation, special event and learning opportunities, and fundraising support for initiatives. In this role, you will be supporting Sport BC's efforts to support our members and the amateur sport sector.

Specifically, the Program Manager will be:

- Supporting Sport BC operations outlined in the organization's Strategic Plan.
- Supporting stakeholders and partners to establish and grow relationships benefitting Sport BC and our members.
- An active and engaged member of the Sport BC community with a focus on connection and collaborating with members and the community at large.
- A strong brand ambassador for Sport BC, BC Women & Sport, the BC Amateur Sport Fund and KidSport. This can include a broad range of opportunities: social media, events, presentations, and meetings.
- An engaged leader of the Sport BC team who works to support all aspects of our goals and initiatives as outlined in the Sport BC Strategic Plan.
- Working independently and as an engaged member of the Sport BC team, under the general direction of the Vice-President Operations.

Qualifications

- Strong leadership and management skills, with the ability to work as a team and independently;
- Project management skills, including experience with events and budgeting;
- Effective problem-solving and strong decision-making abilities;
- Exceptional verbal and written communication skills; and
- Assisting with fundraising efforts, communications, and relationship management.

The Program Manager 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. Additional responsibilities include:

- Handling Sport BC member engagement activities (communications, special events, learning opportunities etc.)
- Presenting in and supporting Sport BC learning opportunities, including new BC Women & Sport initiatives
- 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, BC Women & Sport initiatives, and Community Sport Hero Awards.

Specifically, the Program Manager will be:

- Actively implementing Sport BC initiatives and programs - enhancing Sport BC's impact through exceptional members support.

The Program Manager 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. Additional responsibilities include:

- Handling Sport BC member engagement activities (communications, special events, learning opportunities etc.)
- Presenting in and supporting Sport BC learning opportunities (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

Ultimately, the Program Manager supports the Vice-President Operations ensuring the operational plan guided by the Strategic Plan and objectives for Sport BC are handled efficiently.

Specifically, you should have:

- Post-secondary education, ideally with a focus in sport and/or recreation
- Minimum 4-5 years' experience in a similar role
- Excellent written and verbal communication skills
- An ability to work independently and collaboratively as part of a team
- Strong organization skills and effective time management
- A driving passion about the power of sport
- Knowledge and experience of BC's amateur sport sector and previous experience in the non-profit sector is an asset

You should also be:

- Committed and passionate with a deep conviction for the power of sport and its positive impact its participants, 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 self-motivated and will bring passion and enthusiasm to this role
- Confident and enthusiastic about achieving goals and helping other achieve their goals
- Exceptional at time management with strong organizational skills
- Professional - you can enthusiastically represent Sport BC in the public sphere in a manner that is consistent with the organization's vision, mission, and professional reputation

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 (on average 1-2 days/week).

Compensation: \$64,000-\$82,000 (depending on relevant experience, specifically the ability to support revenue development)

To Apply

The Sport BC Program Manager will be a key member of the Sport BC 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 **Friday, February 14, 2025 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.

Sport BC recognizes that women and people of colour are less likely to apply to jobs unless they meet every single qualification in the job posting. We are committed to creating a diverse and inclusive environment and encourage you to apply.