



BRITISH COLUMBIA DEAF SPORTS FEDERATION

4445 Norfolk Street, Burnaby, B.C. V5G 0A7

Email: info@bcdeafsports.bc.ca
Website: www.bcdeafsports.bc.ca

JOB POSTING

Operations Coordinator

ABOUT BC DEAF SPORTS FEDERATION

Established in 1976, BC Deaf Sports Federation is a BC based, charitable not-for-profit organization to encourage and support athletes who are Deaf, Hard of Hearing and DeafBlind from local to international levels. We promote accessibility and opportunities for anyone who wants to play in any of recreational to competitive sport disciplines.

Position Summary

Location: Burnaby, BC

Position Type: Part-time, 20 hours per week – mix of remote and in-office. Minimum of 3 days in office. To be discussed.

Reports to: Board

The Operations Coordinator (OC) has the responsibility of ensuring that the BCDSF administrative activities run efficiently by providing support for Directors, Staff and Members.

This position develops initiatives that support:

- Responsibility for the day-to-day BCDSF operations related to budget planning, record keeping & billing, and interactive techniques to obtain details essential for financial purposes;
- Preparation of Agendas and Minutes of the Annual General Meetings and Board Meetings when needed; and
- Duties as designated by the Board or the Executive Committee, as per Essential Duties and Responsibilities section.

Essential Duties and Responsibilities:

The OC works with athletes, parents, teachers, stakeholders, leaders, media, sport organizations, business community, funders, academic institutions, community centres and clubs to leverage networks.

The OC establishes initiatives in access communications to facilitate a culture within the BC Sport Sector in which participants are aware and can join developed programs with the coaching and instruction of Deaf and Hard of Hearing athletes including sign language.

The OC oversees the office activities, as defined:

- Maintain all office correspondence with use of email, fax and video.
- Schedule meetings, set appointments and take care of meeting details.



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- Assist the Bookkeeper when requested.
- Support with the grant writing.
- Contact the sign language interpreting agencies in booking for sport activities.
- Arrange for travel arrangement and/or hotel accommodation when requested.
- Collaborate with BCDSF staff and the Board to create and distribute opportunities in sporting events currently offered and to be developed by BCDSF, affiliated clubs/associations, and partners.
- Other duties as requested.

Qualifications:

- Ability to provide insights and strategic recommendation to achieve project objectives
- Excellent verbal and written communication skills
- Good organizational and prioritizing skills
- Good analytical and problem-solving skills
- Experience in operations management is an asset
- Experience in using Google Workspace and Microsoft Office Suite is an asset
- Ability to work as part of a team and independently with minimum supervision
- Proactive mindset, attention to detail and strong work ethic
- Able to adapt and learn new technologies and programs
- Able to communicate effectively and comfortably with Deaf, Hard of Hearing, Deaf-Blind and Hearing
- Professional and respectful approach to all aspects of the position
- Knowledge of American Sign Language (ASL) or willing to learn ASL and Deaf Culture is an asset

Terms:

The Operations Coordinator will be based at the BCDSF office in Burnaby, BC and the position is offered as a part-time employee (20 hours per week). The OC can operate on a hybrid office attendance model allowing for a balanced weekly work schedule between working remotely and working in the office. The initial agreement will be for a probation period of 6 months with the option to become permanent employee (pending review) and the hourly rate for this position is \$21 to \$24 per hour.

HOW TO APPLY

Contact: Mohlin Pillay, President

Please email your cover letter and resume as a PDF to mpillay@bcdeafsports.bc.ca with subject line: Operations Coordinator

Application Deadline: Friday, January 16, 2026