

Sport BC – Administrative Coordinator (Canada Summer Jobs)

About Sport BC

Sport BC believes in the power of sport to build stronger, healthier, and more connected communities. We support over 815,000 amateur sport participants across British Columbia and work in partnership with more than seventy-eight member organizations, including Provincial, Multi-Sport, and Disability Sport Organizations.

Through key initiatives such as KidSport BC, the BC Amateur Sport Fund, and BC Women & Sport, along with services including insurance, payroll, and group benefits, Sport BC plays a central role in advancing the amateur sport sector across the province.

Job Details

Number of Positions: 1

Term: 10-week contract

Anticipated Start Date: June 8, 2026

Hours: 30 hours per week (occasional evenings and weekends may be required)

Location: Hybrid (minimum 1 day per week in-office in Vancouver; remainder remote)

Compensation: \$21/hour plus 4% vacation pay

The Opportunity

Sport BC is seeking one motivated and detail-oriented summer students to join our team as an Administrative Coordinator through the Canada Summer Jobs program. This role provides valuable, hands-on experience in non-profit administration, communications, and event support. Successful candidates will contribute to both Sport BC and KidSport BC operations while gaining exposure to the broader amateur sport system in British Columbia.

Key Responsibilities

KidSport BC Support

- Assist with grant processing, including data entry into the online granting system
- Provide administrative and project support for KidSport BC programs
- Support communication efforts, including preparing updates and assisting with donor and community outreach
- Contribute to data management, reporting, and program evaluation activities
- Attend Vancouver Whitecaps games as scheduled to assist with 50/50 fundraising duties

Sport BC Administration & Operations

- Provide administrative support for meetings, including scheduling, preparing materials, and taking minutes
- Assist with the planning and delivery of events, workshops, and programs, including on-site support as required
- Support daily office operations, including database entry, donation tracking, filing, and general administrative tasks
- Assist with website updates, ensuring content is accurate, current, and aligned with organizational priorities
- Support preparation of materials and resources for programs and member services

Communications & Digital Content

- Assist in creating and scheduling social media content
- Support the development of newsletters, website content, and other communications materials
- Maintain and organize digital assets, including photos and documents

Learning & Development

This role is designed to support the development of:

- Organizational and administrative competencies
- Digital communication and content management skills
- Professional communication and collaboration abilities
- Event and program coordination experience
- Time management and prioritization skills
- Adaptability within a dynamic, team-oriented environment

Candidate Profile

The ideal candidate will demonstrate:

- Strong organizational skills and attention to detail
- Effective written and verbal communication skills
- The ability to work both independently and collaboratively within a team environment
- Strong time management skills, with the ability to meet deadlines and manage competing priorities
- A proactive, resourceful, and forward-thinking approach to work
- An interest in sport, community development, or the non-profit sector

Assets:

- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
 - Experience using digital tools such as Canva and Mailchimp
 - Familiarity with social media platforms and content creation
 - An understanding of the provincial sport system in British Columbia
 - Knowledge of or interest in KidSport BC and its impact
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Eligibility Requirements

This position is funded through the Canada Summer Jobs Program. To be eligible, applicants must:

- Be between 15 and 30 years of age at the beginning of employment
 - Be a Canadian citizen, permanent resident, or a person granted refugee protection under the Immigration and Refugee Protection Act
 - Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with applicable legislation
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Equity & Inclusion

Sport BC is an equal opportunity employer and is committed to fostering an inclusive and diverse workplace. We encourage applications from all qualified candidates, including youth who face barriers to employment, such as Indigenous youth, racialized youth, newcomers, youth with disabilities, and individuals from 2SLGBTQ+ communities. We are committed to providing an accessible recruitment process. Accommodations are available upon request at any stage of the hiring process.

How to Apply

Please submit your cover letter and resume to: stephanie.rudnisky@sportbc.com

Application Deadline: Thursday, April 24 at 5:00 PM

We thank all applicants for their interest; however, only those selected for an interview will be contacted.