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Title: Sport Administrative Assistant

Location: Burnaby, BC

Wage: \$14.00/hour + 4% vacation pay

Employment type: Temporary full-time (35 hours/week, up to 16 weeks)

Position start: On or after April 23rd

About BC School Sports

As the governing body for school sport in BC our mission statement reflects the membership's drive for service excellence and a commitment to being a student-centered, school driven organization. Every program and service offered by the association is directed towards student-athletes and/or the volunteer teacher and community coaches who spend hours of time helping students to achieve their goals.

BCSS is a membership based organization of schools. We fulfill our mission by:

- promoting student participation in extra-curricular activities
- assisting schools in the development and delivery of their programs
- providing governance for inter-school competition

We are looking for bright and energetic candidates who are excited to further their education and gain valuable experience as they prepare to take the next steps towards their career.

Main Responsibilities

The Sports Administrative Assistant will work in a team-based environment along with the office staff to help complete the following summer projects and tasks:

- General administrative support in company marketing and social media platform
- Provide creative support using InDesign and Photoshop for the annual Handbook, Wall Calendar and other materials to be distributed to member schools
- Provide support for the annual BC School Sports Membership package
- Assist with office tasks including filing, reception duties and routine matters using the Student-Athlete Registration System (STARS) database
- Assist in maintaining Social Media presence
- Assist in updating public facing website and newsletter content
- Attend and provide support for Zone and Provincial Championships
- Assist in the development of the Accommodations Directory and handbook advertising sales
- Assist with BCSS AGM preparation and meeting
- Other sport related research and policy development projects as required

Key Qualifications, Experience, Skills

- Minimum two semesters of post-secondary education completed
- The ideal candidate will be highly motivated, organized, accountable, have strong attention to detail
- Experience with the following software products would be considered an asset: Adobe InDesign, Photoshop, Microsoft Word, Excel, Access and Outlook

Notes:

- Applicant must be returning to school on a full-time basis in the upcoming academic year
- Applicant must be a Canadian Citizen, permanent resident, or person for whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Applicant is legally entitled to work according to the relevant provincial legislations and regulations
- Anticipated start date will be on or after April 23rd and work length will be up to 16 weeks, and is dependent on funding
- BCSS supports employment equity. Workers of colour, visible minorities, women, aboriginal workers, LGBTQI2S workers are encouraged to apply for positions with BC Schools Sports.