



BC SCHOOL SPORTS
#2003A - 3713 Kensington Ave, Burnaby, BC V5B 0A7
604-477-1488
info@bcschoolsports.ca

Job Posting

Position: Assistant Director – Sport & Events
Employment Type: Permanent, Full Time
Hours of Work: Standard Work Week (M-F), 40 hrs/wk
July/Aug: M-Th, 32 hrs/wk
Evenings and Weekends, as necessary
Overtime Ineligible
Reports To: Executive Director
Location: BCSS Office (Lower Mainland) with occasional flexibility
Salary Range: \$78,000-\$96,000 plus benefits and RRSP contributions

ABOUT BC SCHOOL SPORTS

BC School Sports is a not-for-profit organization and registered charity, with a Mission Statement of “to foster the development of good character through positive and equitable school-based sport experiences.” As the governing body for school sport across BC, we sanction and coordinate school sport for over 440 member schools, in 19 official sports serving over 76,000 student-athletes each year.

SUMMARY DESCRIPTION

The Assistant Director, Sport and Events is an established, experienced sport operator who provides expertise, leadership and oversight to sport and event operations, focused mainly on the BC School Sports (BCSS) Provincial Championships. In addition, the Assistant Director for Sport, and Events, leads BCSS efforts around Tiering, Sport Policy Committees, Athlete Safety, as well as Competitive Fairness. The Assistant Director is part of the leadership team within BC School Sports and provides direct supervision to the Sport and Event Coordinators. The Assistant Director will also work with member schools and municipal partners to plan hosting schedules and venues for major BCSS events. Lastly, the Assistant Director, Sport and Events will work to provide opportunities for the development and retention of high school coaches and officials.

To view the full job description, click [here](#)

CRITICAL SKILLS, ABILITIES & CHARACTERISTICS

- A deep understanding and passion for educational athletics and a desire to produce the best experience for student-athletes
- Significant experience leading, managing, and operating large and medium sized sporting events, preferably across multiple different sports
- Experience working with large venues, sponsors and event marketing is an asset



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- Must demonstrate ethical behaviour and business practices that align with the values and expectations of the organization
- Ability to think innovatively, strategically, and critically, have sound judgment and be able to work in a dynamic and demanding environment
- Strong communication, collaborative and problem-solving skills
- Ability to support and develop staff, while juggling multiple demanding tasks and priorities concurrently
- High levels of competency and proficiency with technology, including Office 365, Adobe, social media and digital content creation
- Proficiency and experience with professional writing
- Experience working with or leading committees is an asset
- Experience with drafting or editing policy is an asset
- Familiarity with the Education sector is considered an asset

DESIRED QUALIFICATIONS & EDUCATIONAL ACHIEVEMENTS

- Bachelors' Degree preferred, or experience in a related field
- Minimum 7 years' experience in sport, preferably a not-for-profit with a focus on event management

APPLICATION INSTRUCTIONS

This posting will remain open until filled. Review of applications will begin on November 1, 2022. To ensure your application is considered please email a resume and cover letter in .doc or .pdf format to Jordan Abney, Executive Director jabney@bcschoolsports.ca before November 1, 2022.