

# Assistant to the Executive Director

Permanent, Full-Time | BC School Sports | Burnaby, BC

BC School Sports is looking for someone who is incredibly passionate about school sport and the power it has to impact our youth, schools and communities which we serve. We are searching for someone who thrives in a demanding executive environment.

|                             |  |                             |  |
|-----------------------------|--|-----------------------------|--|
| <b>Reports To</b>           | Executive Director   | <b>Location</b>             | BCSS Office (Burnaby) with some flexibility  |
| <b>Compensation</b>         | \$52,000 - \$63,000  | <b>Application Deadline</b> | Open until filled, but applications will be reviewed starting <b>May 13, 2026</b>                          |
| <b>Full Job Description</b> | Job Description: <a href="#">Assistant to the Executive Director</a> | <b>How to Apply</b>         | Email cover letter and resume/CV to <a href="mailto:jabney@bcschoolsports.ca">jabney@bcschoolsports.ca</a> |

## ABOUT BC SCHOOL SPORTS

BC School Sports (BCSS) is the governing body for interscholastic sport in British Columbia. We work with schools, volunteers, educators, officials, partners, and communities across the province to support meaningful, educational, and championship experiences for student-athletes.

Our work touches governance, eligibility, championships, member services, communications, and the overall experience of school sport in British Columbia. It matters deeply to students, schools, and communities - and it requires people who care about both mission and execution.

## THE OPPORTUNITY

The Assistant to the Executive Director is a high-trust role at the centre of BCSS's leadership and governance environment. This is a demanding, detail-heavy, and deeply important position for someone who thrives on bringing order, clarity, and momentum to complex work.

You will support the Executive Director directly while helping ensure Board processes, governance records, correspondence, scheduling, meeting preparation, and follow-through are handled with exceptional care. Much of the work happens behind the scenes, but its impact is felt across BCSS.

This role is ideal for someone who anticipates needs, protects priorities, communicates with professionalism, and can be trusted with sensitive information and important relationships.

## WHAT YOU WILL LEAD

- Coordinate Board and committee administration, including agendas, packages, minutes, decision records, scheduling, logistics, and governance file management.
- Draft, format, proofread, and coordinate correspondence, memos, briefing materials, reports, and other executive documents to a high professional standard.
- Assist in managing the Executive Director's calendar, inbox, meeting preparation, and action tracking, helping protect priorities and support strong follow-through.
- Support planning and organization for Board meetings, leadership meetings, retreats, travel, and other key activities involving the Executive Director.
- Help ensure confidential, sensitive, and time-sensitive matters are routed appropriately and handled with maturity, discretion, and sound judgment.

- Contribute to a highly organized executive environment that strengthens leadership effectiveness, governance discipline, and continuity across BCSS.

### **WHAT WE ARE LOOKING FOR**

---

- An experienced executive support or governance professional who thrives in a high-trust, fast-moving environment.
- Someone with exceptional organization and follow-through who enjoys bringing clarity to competing priorities.
- A strong writer and document manager who can prepare polished materials and communicate with professionalism, discretion, and good judgment.
- A calm, confident communicator who can work effectively with Board members, senior staff, member schools, partners, and other stakeholders.
- A person who is detail-oriented without losing sight of the bigger picture, and who takes pride in accuracy and reliability.
- Someone motivated by meaningful work and energized by supporting a mission that impacts young people and communities across the province.

### **QUALIFICATIONS**

---

- Significant experience in an executive assistant, senior administrative, Board support, governance support, or comparable high-trust coordination role.
- Demonstrated success managing complex calendars, inboxes, meeting minutes, action tracking, and executive follow-through in a demanding environment.
- Strong experience preparing agendas, Board packages, correspondence, briefing notes, presentations, and other polished executive materials.
- Strong working knowledge of Microsoft 365, including Outlook, Word, Excel, Teams, PowerPoint, and shared document environments.
- Experience supporting Boards, committees, senior leaders, or governance processes is strongly preferred.
- Experience in a non-profit, education, sport, association, or public-sector-adjacent setting is an asset.

### **WHY JOIN BCSS**

---

- Meaningful, mission-driven work that helps strengthen school sport experiences for students and schools across British Columbia.
- A role of trust and influence at the centre of a respected provincial organization.
- The opportunity to work closely with senior leadership and contribute to governance, planning, and organizational effectiveness.
- A collaborative team environment with a high bar for professionalism, care, and execution.
- A competitive compensation package that includes extended health and dental benefits, vacation, and RRSP matching.

### **APPLICATION INFORMATION**

---

Please submit your application by email to [jabney@bcschoolsports.ca](mailto:jabney@bcschoolsports.ca) with a single PDF attached containing a cover letter (max 1 page) and your resume or CV. Full job description: [\[insert link\]](#). BC School Sports is committed to an inclusive and respectful workplace. Applicants must be legally entitled to work in Canada. Only those selected for an interview will be contacted.