



2003A - 3713 Kensington Ave.
Burnaby, BC V5B 0A7

604-477-1488
info@bcschoolsports.ca
www.bcschoolsports.ca

SPORT ADMINISTRATIVE ASSISTANT

Location: Burnaby, BC

Wage: \$20.00 hour + 4% vacation pay

Employment type: Temporary full-time 32 hrs weekly (4-day work week)

Anticipated start date: on or after May 12, 2025

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 450 member schools, in 18 official sports serving over 76,000 student-athletes each year.

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

BOOKKEEPING RESPONSIBILITIES

Working under the Assistant Director, Membership Services & Operations, the Bookkeeping/Administrative Assistant will:

- Assist in accounts receivables and payables
- Prepare Spring Championship invoicing
- Assist with allocation and distribution of travel subsidy grants

ADMINISTRATIVE RESPONSIBILITIES

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

- Assist with and organize incoming scholarship applications
- Assist with submission of Sport on the Move Grant data
- Provide support for the annual BC School Sports Membership package
- Assist with general office tasks and routine matters using the Student-Athlete Registration Systems (STARS) database
- Championship support as required

KEY QUALIFICATIONS, EXPERIENCE SKILLS

- Minimum high school diploma. Ideally completed one year or more of post-secondary education and or have work experience in related field.
- Experience with the following software products would be considered an asset; QuickBooks or other accounting software, Microsoft Office Suite (Word, Excel, Powerpoint, Access and Outlook)
- The ideal candidate will be highly motivated, organized, accountable, and have strong attention to detail
- A passion for school sport, and the role it plays in the lives of our youth



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Notes:

- 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 May 12, 2025, and work length will be a minimum of 8 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.

Please email resume and cover letter to info@bcschoolsports.ca Attention: Karen Hum, Assistant Director Membership Services & Operations by March 7, 2025.