



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

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

## Sport Event & Administrative Coordinator

Location: Burnaby, BC  
Wage: \$17.25 hour + 4% vacation pay  
Employment Type: Temporary full – time 32 hrs weekly (4-day work week)  
Position start: On or after May 15, 2023

### **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.

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.

### BCSS CHAMPIONSHIP RESPONSIBILITIES

- Support the Assistant Director – Sports and Events with the coordination and execution of BCSS Championships. This will involve assisting with the development of championship plans, communication bulletins, event programs, communication with event stakeholders, pre, on-site, and post event support.

### ADMINISTRATIVE & BOOKKEEPING RESPONSIBILITIES

- General administrative support with organizational bookkeeping and event reporting
- Assist in developing and updating resources to support Championship hosts
- Provide support for the annual BC School Sports Membership Package
- Assist with office tasks relating to Student-Athlete Registration System (STARS) database
- Assist with incoming scholarship applications
- Assist in updating public website
- Other sport related research and development projects as required

### KEY QUALIFICATIONS, EXPERIENCE, SKILLS





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

Notes:

- Applicant must be a Canadian Citizen, permanent resident, or person for whom refugees 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 15, 2023, and work term will be a minimum of 8 weeks, and is dependent on funding
- BCSS supports employment equity. Workers of colour, visible minorities, women, indigenous workers. LGBTQI2S workers are encouraged to apply for positions with BC School Sports

Please email resume and cover letter to [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca) Attention: Karen Hum/Manager, Membership Services by March 10<sup>th</sup>, 2023

