

BC Athletics Administrative Assistant (½ time)
And
Run Jump Throw Program Administrator (½ time)
(Full time employment with shared duties)

BC Athletics Administrative Assistant (half time)

- Reporting to the BC Athletics President/CEO and under the supervision of the Manager, Registration and Membership Services, be responsible for the following:
 - Sanctioned event administration:
 - Receipt of event sanctioning applications;
 - Pre and post event information which includes:
 - Membership update list circulation to event directors
 - Participation numbers
 - Day of Event Membership fee payment
 - Thank you letters
 - Weekly Bulletin:
 - Assemble, edit, organize and coordinate the posting of the electronic bulletin with the BC Athletics website manager;
 - Website:
 - Review and maintenance of the pages within each section too insure they are accurate and up to date;
 - Coordinate with BC Athletics Staff and Committee/Program Chairs the updating of all electronic and printed information.
 - Calendar of Events:
 - Assist the BC Athletics Track & Field and Road/Cross Country Technical Mgrs in the collection and assembly of the event information for publication;
 - Administer the online event listing program;
 - Communicate with the event organizers with regard to the online event listing process and it's required information;
 - Marketing, Promotion and Sponsorship:
 - Assisting the President/CEO or others as identified with:
 - Marketing / Branding of BC Athletics and its program divisions;
 - Promotion of the programs, events and athletes of the Association;
 - Identification of potential Program and Association Sponsors;
 - Assist in the preparation and presentation of Sponsor Packages;
 - Sponsor servicing and reports to sponsors.
 - Board of Directors, Executive and Association Committees:
 - Assist in the preparation, assembly and circulation of information as required;
 - Assistance in the preparation and hosting of Association meetings – Brd, Exec, Cttee and AGM(s);

- Review of Brd, Exec and Committee minutes as relates to any motions and information to be actioned.
- Other administrative duties as may be assigned.

Run Jump Throw Program Administrator (half time):

- Under the direction of the BC Athletics Run Jump Throw Program Coordinator be responsible for the following administrative duties:
 - RJT communications and the maintaining of information systems to include:
 - Contacts for the RJT program including instructors, teachers and participants;
 - RJT Newsletter – assembly of information, organize for posting and coordination with the BC Athletics website manager for posting;
 - Coordination of mailings, electronic communications and responding to general enquiries regarding the RJT program;
 - Manage website pages (RJT) insuring that they are current and inclusive of all relevant information;
 - Data entry and tracking of the training of instructors, learning facilitators and youth participation in the program.
 - Marketing, Promotion and Outreach
 - Assisting in the development and management of promotional materials
 - Developing educational and promotional PowerPoint presentations
 - Equipment and Instructional Materials:
 - Inventory; queries and order processing
 - Workshops and Camps:
 - Preparation of workshop and camp notices for website posting and circulation;
 - Preparation and coordination of the materials and equipment for RJT workshops;
 - Financial reconciliation and payment requisitions;
 - Be familiar with the RJT Program and have the ability to assist in workshop delivery as necessary.
 - Planning and Reporting
 - Assist in overall program planning and the preparation of program reports as required
 - Other administrative duties as may be assigned.