

# BC ATHLETICS ADMINISTRATIVE ASSISTANT

**Employment Location:** BC Athletics Office, Christine Sinclair Centre, Burnaby / Hybrid

**Reports to:** BC Athletics Operations Manager

**Employment Type:** One Year Contract – Temporary, Part-Time, up to 20 hours per week; occasional evenings and weekends required.

**Compensation Range:** \$25.00 – \$30.00 per hour

This position is not eligible for extended health benefits.

## About BC Athletics:

BC Athletics is the provincial sport organization for the sport of Athletics (Track & Field, Race Walking, Cross Country Running, Road Running, Mountain & Trail Running). We are a member branch of Athletics Canada and are made up of over 7000 individual members and affiliated club/organizations.

BC Athletics is dedicated to inspiring a lifelong passion for athletics by fostering participation, excellence, and community. Through accessible programs, supportive networks, and innovative opportunities, we aim to ignite the potential within every participant and celebrate the spirit of the sport across British Columbia.

## About Our Team:

For the love of Athletics. At BC Athletics, we work as one team, supporting, challenging, and inspiring each other. Our goal is simple and aspirational: to inspire lifelong excellence and a lasting love for Athletics in every person in the Athletics community.

## Vision:

Inspiring lifelong excellence through Athletics

## Mission:

BC Athletics empowers community success through trusted resources, sustainable initiatives, and collaborative opportunities.

## Values:

**Integrity:** We act honestly, ethically, and transparently in all that we do. We honour our commitments, follow through on our responsibilities, and hold ourselves accountable to the highest standards of governance and sport leadership.

**Connection:** We foster meaningful relationships across athletes, coaches, officials, clubs, volunteers, partners, and communities. We listen with intention, communicate openly, and work collaboratively to strengthen our sport at every level.

**Accessibility:** We strive to remove barriers so that everyone can participate, compete, lead, and belong in our sport. We are committed to inclusive practices that reflect the diversity of our communities.

**Respect:** We treat all individuals with dignity, fairness, and professionalism. We value diverse perspectives, promote safe and supportive environments, and address differences constructively.

**Excellence:** We pursue continuous improvement in programs, performance, leadership, and service. We set high standards, embrace innovation, and aim to deliver exceptional experiences for all participants in our sport.

### **Position Overview:**

This is an opportunity to contribute to a dynamic provincial sport organization and play a key role supporting programs that impact athletes and communities across British Columbia.

The Administrative Assistant enhances BC Athletics' operational efficiency by providing high-quality support across all program areas. This role requires strong organizational skills and the ability to balance varied priorities with high attention to detail.

Reporting to the Operations Manager, this role supports the CEO, Board of Directors, and program areas including Track & Field, Road & Trail Running, Officials, and Sport Development. The Administrative Assistant acts as a shared resource across the organization, ensuring consistent, professional communication and documentation.

### **Position Responsibilities:**

- **Executive Support**
  - Provide administrative support to the CEO and Board of Directors
  
- **Document and Information Management**
  - Prepare, format, and maintain professional documents, reports, and templates
  - Ensure consistency in formatting, branding, and version control across materials
  - Coordinate and draft BC Athletics newsletters and announcements
  - Format BC Athletics documents to align with brand image and voice
  
- **General Administrative Support**
  - Provide administrative support to BC Athletics staff
  - Compile and organize information for annual reporting requirements
  - Assist with grant applications and reporting processes
  - Identify opportunities to improve administrative efficiency through technology
  
- **Membership Database Management and Member Compliance**
  - Support in managing membership and affiliation compliance through BC Athletics membership database
  - Provide member support and troubleshooting under the direction of the Operations Manager
  
- **Program and Event Support**
  - Assist staff with event preparation and planning
  - Support coordination of program delivery and team logistics across Track & Field and Road & Trail Running
  
- **Financial Administration**
  - Assist with invoicing for programs and teams
  - Complete annual inventory counts
  - Assist with compiling information for annual audit

## Experience and Beneficial Skills:

- You bring administrative or office support experience and can contribute effectively in a fast-paced environment.
- You take pride in producing polished, accurate, and well-formatted work with strong attention to detail.
- You are skilled at managing multiple priorities and requests across a wide range of contacts.
- You have strong writing and copy-editing skills.
- You are service-oriented, responsive, and proactive in resolving questions and issues.
- You have experience in sport and/or understand the amateur sport landscape in British Columbia.
- You have experience with grant writing and reporting.
- You have strong document formatting and content management skills, including website updates.
- You leverage technology to improve workflows and administrative efficiency.
- You are proficient with Microsoft 365 (especially Excel), along with tools such as Canva, Mailchimp, and Adobe.
- You have experience using financial and administrative software, including QuickBooks Online.
- You work effectively both independently and as part of a collaborative team.
- You are willing to complete CAC Safe Sport Training and a Criminal Record Check including a Vulnerable Sector Check

**BC Athletics is an equal opportunity employer and encourages applications from all qualified individuals.**

BC Athletics thanks all applicants for their interest, however only those under consideration for the role will be contacted.

Please submit your application, by **May 17, 2026** to [megann.vandervliet@bcathletics.org](mailto:megann.vandervliet@bcathletics.org).

Your application should include:

- Cover letter outlining your interest in the role and applicable qualifications
- Resume (max. 2 pages) outlining your education and relevant experience
- Include three references including email addresses and phone numbers
- ***Please send a single document in PDF format. Subject line: BC Athletics Administrative Assistant – NAME. Failure to do so will disqualify your application.***