



Employment Opportunity

Program Assistant – Officials and Coaches Development

Application deadline: Monday, October 17th, 2022

BC Athletics invites applications for the position of Program Assistant – Officials and Coach Development. This is an 80% FTE (full time equivalent) position with BC Athletics, the Provincial Sport Organization for Track & Field, Road and Cross Country Running, Race Walk, Marathons, Ultras and Trail/Mountain Running.

Reporting to the President/CEO and working directly with the BC Athletics Officials Committee Chair and the BC Athletics Coaching Education Lead, the Program Assistant will, as outlined below, assist with the recruitment and development Athletics Officials and Coaches in British Columbia.

Responsibilities Include:

- **Officials Development:**
 - Working with Officials Committee working groups:
 - Recruitment of Officials to the Level 1 and 2 Officials Training Program
 - Assist in the planning and delivery of Officials Workshops for Levels 3 to 5.
 - Coordinate and assist with Marketing and Promotion programs for donations and sponsorships for Officials Development
 - Coordinate and Assist with communication of information on Officials Development Programs.
 - Assist with updating and maintaining the Officials Database.
 - Assist with the management of Officials Expense Claims.

- **Coaches Development:**
 - Working with the BC Athletics Coaching Education Lead:
 - Assist in the organization of NCCP Athletics Coach Education courses, Professional Development and Evaluations.
 - Assist with communications – internal and external on Coach Education events and opportunities.

- Assist in enhancing the pool of qualified Coaches for Regional, Provincial and National Team Staff positions.
- Assist with the management and updating of the information relating to Coach Education in the CAC Locker and BC Athletics Membership database.
- Collaborate with the Athletics Canada Coach Education Committee and AC Branch representatives.
- Assist with program administration, expense claims, grant applications and coach education inquiries.

Beneficial Skills and Knowledge:

- Familiar with BC Athletics and the Coach and Officials Development Programs
- Effective use of Excel, MS Word, Power Point and Database Programs
- Social media and website posting and updating
- Working positively and effectively with volunteers
- Experience in working in both a team and independent environment
- Self starter, innovator, effective communicator with the ability to work collaboratively
- Sense of humour
- Good judgement and pride in their work

This position is based out of the BC Athletics office in Burnaby with the provision of a hybrid model to accommodate working remotely. Applicants must be eligible to work in Canada, be able to travel as may be required and have or be willing to have a Criminal Records and Reference Check completed.

Position is: 80% FTE

Salary range: \$32,000 to \$40,000 per year plus benefits.

Anticipated starting date: November 7th, 2022.

Applications with resume and three references should be sent in confidence to:

BC Athletics

ATTN: Brian McCalder

2001B - 3713 Kensington Avenue

Burnaby, BC V5B 0A7

brian.mccalder@bcathletics.org

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BC Athletics thanks all those who apply. Only those selected for further consideration will be contacted.