

BC ATHLETICS ADMINISTRATIVE ASSISTANT

Posted: September 2, 2026

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. Possibility to become a permanent role after one year.

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.

We recently completed a rebrand and are looking for someone who is genuinely excited by document work. If you find real satisfaction in a perfectly formatted template, a clean spreadsheet, or a newsletter that looks exactly right, this role was built for you.

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 is the document and brand backbone of BC Athletics, a role built for someone who is excited by formatting, consistency, and precision. We recently rebranded, and we need someone who will champion that identity across every document we produce.

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:

- **Document and Brand Ownership (Core Focus)**
 - Reformat legacy BC Athletics documents to align with the new brand: fonts, colours, layout, and voice
 - Build and maintain a library of polished, reusable templates across all program areas
 - Ensure consistency in formatting, branding, and version control across all materials
 - Coordinate, draft, and format BC Athletics newsletters, announcements, and reports
- **Excel and Data Work**
 - Build and maintain spreadsheets for annual reporting, membership data, and event logistics
 - Complete annual inventory counts and assist with organizing financial information for the audit
 - Assist with invoicing for programs and teams
 - Support grant application tracking and reporting processes
- **Executive Support**
 - Provide administrative support to the CEO and Board of Directors
- **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

Experience and Beneficial Skills:

- You are lit up by document work: formatting, consistency, and precision are not tasks you tolerate between the "real" work; they are what you do best.
- You will take ownership of reformatting legacy materials to align with our new brand standards.
- You are strong with Excel beyond the basics, comfortable with formulas, pivot tables, and data organization. You take pride in spreadsheets that are as clean as they are functional.
- You bring administrative or office support experience and can contribute effectively in a fast-paced environment.
- 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 produce polished work in Canva, Mailchimp, and Adobe: documents that look intentional, and communications that reflect the brand accurately.
- 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.

Your application should include:

- Cover letter outlining your interest in the role, your applicable qualifications, and what kind of document work excites you
- Resume (max. 2 pages) outlining your education and relevant experience
- Three references including email addresses and phone numbers
- All applications must be submitted by September 30, 2026.
- Questions about the role? Email: cristi.lundman@bcathletics.org

[APPLY HERE](#)

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.