



2024 BC Athletics Summer Employment Opportunity BC Team & Track & Field Program Assistant

Please note that hiring for this role is contingent on funding received through the Government of Canada Summer Jobs Program.

Job Position: BC Team and Track & Field Program Assistant

Length of Employment: 15 Weeks

Hours per week: 35 hours per week

- This position includes irregular working hours and/or weekend hours may be required

Salary: \$21.00/hr + 4% vacation pay (this position is not eligible for benefits)

Starting Date: Monday May 13, 2024

Ending Date: Friday August 23, 2024

Work Location: HYBRID: BC Athletics Office (3713 Kensington Ave, Burnaby, BC) & occasional remote work.

Job Perks:

- BC Athletics membership
- Flexible schedule
- Opportunity for professional development in coach education
- Opportunity for some travel within British Columbia

Applicant Eligibility:

- Be between 15 and 30 years of age at the start of their employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of their employment*; and
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application Deadline: Friday April 26, 2024

BC Athletics is now hiring our next **Program Assistant** to support initiatives and programs in our **Track & Field** portfolio.

The ideal candidate will be excited to support the track & field portfolio, including the BC Team program, Provincial Championships, officials development and track & field events and promotion.

This position includes both administrative tasks and field work (ie. Event coordination and support).

This role will report to the BC Athletics Track & Field Program Manager & Officials Development Coordinator.

Primary Job Responsibilities:

1. Coordinate the declaration, selection and travel communication for 2024 BC Track & Field Teams.
2. Prepare the BC Team for travel to National Championships (ie. team kit coordination, travel, accommodation etc).
3. Support with the BC Athletics event sanctioning process.
4. Support with officials development initiatives at BC Athletics events.
5. Attend sanctioned track & field events to support with event operations (ie. Harry Jerome Track Classic, BC High School Track & Field Championships).
6. Support BC Athletics Provincial Track & Field Championships (JD Pentathlon Championships, JD Championships, U16-Senior Championship Jamboree).
7. Compile relevant resources for members & clubs.
8. Assist with coordinating a social media strategy to promote BC athletes, coaches, officials, volunteers and BC Athletics programs.
9. Create promotional materials.
10. Other duties as may be assigned from time to time.

Experience, Requirements and Beneficial Skills:

- Previous experience in sports administration or management.
- Strong written & verbal communication skills.
- Ability to work both as part of a team and independently.
- Proficiency in Microsoft programs and other technology platforms.
- Experience in planning, development, and delivery of programs.
- Detail oriented and highly organized.
- Proficient in data management (ie. Excel).
- Completion of CAC Safe Sport Training.
- Willingness to obtain a Criminal Record Check with Vulnerable Sector Check.
- Driver's License and access to a vehicle.
- This position may require lifting and moving equipment at event venues.

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 **Friday April 26, 2024** to:

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 3 references with their email address and phone number
- Please send as one document in PDF format