



Employment Opportunity

Office Manager

BC Summer Swimming Association, Vancouver, B.C.

POST: March 11, 2023

CLOSE: When Filled

Summary

The BC Summer Swimming Association (BCSSA) is an organization comprised of 8 regions with 60 clubs and 6,000 athletes across British Columbia. The organization follows a mandate of promoting and encouraging the development of athletes and volunteers through participation in competitive speed swimming, diving, water polo and artistic swimming.

The Manager of the Provincial Office is responsible for managing the overall administration and operation of the BCSSA Provincial Office. Working closely with the Board of Directors, they are also responsible for the overall coordination of programs organized through the Provincial Office. They will ensure consistent achievement of the organization's mission. Occasional travel within British Columbia will be necessary.

Reports to: President, Vice-President

Status: Full-Time: April – September
Part-Time: September – March
Compensation commensurate with experience and qualifications

Duties: Please see Overview of duties and areas of responsibility below

Location of Work: 205 – 2323 Boundary Road, Vancouver, BC. Please note, these premises are not wheelchair accessible.

Required Skills & Knowledge

- Grade 12 with either: a bachelor's degree in communications, business administration or marketing (in progress or completed); OR relevant experience
- Excellent verbal and written communication skills
- Solid working knowledge of Microsoft Office 365 & Google Workspace
- Social media management and communications
- Website management, content editing and updating

- Deliver projects or supplies within or below established budgets.
- Valid Class 5 BC Driver's License

Preferred but not required

- Sporting background, past experience in competitive aquatics, familiarity with BCSSA and awareness of sports rules & regulations
- Experience with event planning
- Familiar with Hy-Tek sports software
- Supervisory experience

Preferred Attributes

- Strong organizational skills, time management skills and attention to detail required
- Able to work independently, with groups, and in the middle of competition.
- Ability to prioritize and manage many urgent tasks in a fast-paced environment
- Strong analytical and problem-solving skills
- Strong interpersonal and communication skills.

Overview of duties and areas of responsibility

I. Administration

- 1) Responsible for the daily business and affairs of the BCSSA, including, but not limited to:
 - a. Receive and answer inquiries via email, social media, phone and drop in visitors
 - b. Fill supply orders and distribute accordingly
 - c. Maintain the cleanliness of the office, kitchen, bathroom, meeting room and storage rooms.
 - d. Maintain general office and supplies for competitions.
- 2) Assist the Board of Directors in implementing the organization's strategic plan.
- 3) Support all BCSSA regions, clubs, athletes and volunteers as needed.
- 4) Maintain official records, archives and documents, and ensure compliance with federal, provincial and local regulations.
- 5) Assist the Provincial Board of Directors in policy and procedure development or revision.
- 6) Assist the Secretary Treasurer and the contract Bookkeeper to complete all necessary financial documentation and filings.
- 7) In conjunction with the Director of Competition, take a lead role in the planning of the annual Provincial Championships. Work with the committee to ensure that the facility and organization are ready for the event.
- 8) Under the direction of the President, plan, schedule, and provide assistance for all Board of Director Meetings including the AGM.

- 9) Under the direction of the President, attend the annual Provincial Championships and Coach's Conference to provide assistance throughout.
- 10) Under the direction of the Secretary Treasurer and/or President, accept and process fee payments and other monetary transactions.
- 11) Supervise any hired summer students.

II. Communications

- 1) Publicize and promote the activities of the organization.
- 2) Establish and maintain good working relationships with sponsors, organizations and partners.
- 3) Maintain the BCSSA website and all social media platforms; provide timely updates to ensure that content is appropriate, relevant, and engaging.
- 4) Communicate effectively with suppliers, corporate partners, athletes, coaches, association directors and professionals.

How to Apply:

Your application must clearly demonstrate how you meet the job requirements listed above.

Please send your resume and cover letter to treasurer@bcsummerswimming.com

Please note: The successful candidate will be required to submit a current criminal record check.