



At **Cycling BC**, we're looking for enthusiastic team players. As part of the Cycling BC core team, your contribution is integral to our success. We value creative solutions to challenges and bring commitment to everything we do.

We are the provincial governing body for the sport of cycling in British Columbia, representing the full range of disciplines including Road, Track, Cyclo-cross, Mountain Biking, BMX and Para-cycling. Our mission is to foster quality competition and to create partnerships to grow participation in the sport of cycling.

- We are a team – we work together and take responsibility.
- We are flexible and creative – with our time, our solutions and our approach.
- Our success is all about how we do things – how we think, solve problems, deliver, and communicate.
- We are committed to growing the sport in our province and to supporting athletes, clubs and members to the best of our ability.

Position Overview:

Reporting to the Executive Director, you will provide administrative support to the Cycling BC team and respond to members' needs, including: reception, word processing, database and other administrative duties, some of which involve confidential materials in support of Cycling BC's operations. You'll be expected to perform with a considerable degree of initiative and independence. This opportunity is a great start if you're looking for a career in sport.

This is a full-time permanent position. Cycling BC offers a competitive salary and benefits package. If you think you're the perfect candidate, send your cover letter and CV to Erin Waugh, Executive Director, via email at erin@cyclingsbc.net by midnight, April 17th, 2017.

Knowledge, Skills and Abilities:

- Exceptional written and verbal communication skills
- Proven organizational skills
- Ability to work effectively in small teams
- Ability to take initiative and work with minimal direction
- Expert computer skills: Microsoft Office, WordPress or similar CMS, experience with social media platforms (Facebook, Instagram, Twitter) and management platforms (ie. Hootsuite)

Principal Duties:

Membership Support:

- Process and issue membership registration and licences



- Respond—by phone, email, and in person, to a variety of requests, including but not limited to: licence and race categories, upgrades, points, issuing and reissuing licences, insurance, membership benefits, sanctioning, events and series, and general inquiries.

Event Sanctioning:

- Process registration/sanctioning applications for events, and assist organizers with the application process.
- Follow up with event organizers to ensure all sanctioning application requirements are met.
- Ensure that the event calendar is up to date.

Communications:

- Assist in the preparation of communication and marketing materials for Cycling BC including general correspondence, AGM preparation, email correspondence, event invitations, website resources, calendar updates, and others as directed.

General Office:

- General reception duties
- Assist with arrangements for Cycling BC general meetings
- Assist with preparation of reports, financial, and data entry as requested

Qualifications: Extensive experience with Microsoft Office, experience working in a supportive role in a non-profit workplace and with a volunteer board is an asset.