



## **Employment Opportunity: Administrative Assistant**

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 provide ongoing opportunities and support for cycling enthusiasts, athletes, coaches, and commissaires through development, competition at all levels, and to collaborate with stakeholders on the growth of our sport.

- 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 be providing administrative support to the Cycling BC team and membership including: reception, word processing, database administration, and other administrative duties, which may involve confidential materials in support of Cycling BC's operations. You'll be expected to perform with a considerable degree of initiative and independence with general direction from the team. This opportunity is a great start if you're looking for a career in sport and the not-for-profit sector.

### **Principal Duties:**

#### Membership Support:

- Processing and issuing membership registration and licences
- In consultation with the Event Operations Manager, responding—by phone, email, and in person, as required, to a variety of requests, including but not limited to: licence and race categories, upgrades, points, issuing and reissuing licenses, insurance, membership benefits, sanctioning, events and series, and general inquiries.

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
- Assists with arrangements for Cycling BC general meetings
- Assists with preparation of reports, financial, and data entry
- Maintains and orders office supplies/equipment
- Maintains and tracks office inventory
- Develops and maintains an office manual

**Knowledge, Skills and Abilities:**

- High level of customer service
- Strong written and verbal communication skills
- Strong organizational skills & attention to detail
- Ability to work with minimal direction
- Commitment to confidentiality and impartiality
- Intermediate to advanced Microsoft Office skills, familiarity with WordPress or similar CMS, Dropbox, experience with social media platforms (Facebook, Instagram, Twitter), experience with Quickbooks would be an asset

**Qualifications:** Diploma in Office Administration or equivalent work experience/education. Experience working in a supportive role in a non-profit workplace and with a volunteer board is an asset.

To apply for this role, please send a cover letter and resumé to Erin Waugh, Executive Director, via e-mail at [erin@cycllingbc.net](mailto:erin@cycllingbc.net). **Deadline to apply is June 6, 2018.**