



## Cycling BC School & Youth Coordinator

Cycling BC is currently seeking an energetic and dedicated individual to join our team as our **Cycling BC School & Youth Coordinator**. The successful candidate will demonstrate a proven record of multitasking and time management skills and be able to work effectively with schools, clubs, groups, staff, and volunteers.

### Responsibility:

Reporting to the Executive Director, the **Cycling BC School & Youth Coordinator** will be responsible for the following key areas as follows:

#### **Key Job Responsibilities:**

- Assist in implementing Youth Development strategies defined in the Cycling BC Strategic Plan
- Managing and actively recruit schools into the program
- Managing the communications around all Youth Cycling events in BC
- Managing and building the youth database
- Be the contact person for any phone calls or emails about what is planned for youth cyclists in BC
- Schedule a review meeting each month

#### **Experience & Skills:**

- Effective verbal/written communication skills and computer skills
- Self-starter who is a highly motivated and committed individual
- Proven excellence in work habits, able to work as part of a team in a team culture
- Minimum of 1-2 years of office administration experience
- Attention to detail
- Knowledge of database systems
- Knowledge of the sporting system and working with not-for-profit organizations
- Strong planning and organization skills with the ability to multi-task
- IT literate with experience in WordPress, Word, Excel, PowerPoint, Publisher, ConstantContact, HootSuite, and graphic design computer programs an asset

**Deadline: Dec 15<sup>th</sup> 2013**

**Start Date: January/February 2014**

**Contact:** Richard Wooles via email [richard@cyclingbc.net](mailto:richard@cyclingbc.net)

*We thank all applicants for their interest but only those selected for an interview will be contacted.*