



Membership & Communications

Cycling BC is currently seeking an energetic and dedicated individual to join our team as our **Membership & Communications** person. The successful candidate will demonstrate a proven record of multitasking and time management skills and be able to work effectively with staff, volunteers and the general public.

Responsibility:

Reporting to the Executive Director, the **Membership & Communications** person will be responsible for the following key areas as follows:

Key Job Responsibilities:

- Managing the website and social media sites, including press releases, e-newsletters,
- Managing the communications
- Managing the membership database
- Issuing licenses, handling licensing enquiries and category upgrades.
- Printing licenses & batching mail-out of license, letter and personally addressed envelope
- Answer reception phones, and screen /forward calls and take messages for staff
- Schedule a review meeting each month

Experience & Skills:

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

Deadline: November 30th (Saturday)

Start Date: January 13th (Monday)

Contact: Richard Wooles via email richard@cyclingbc.net

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