



Administrative and Communications Coordinator
Gymnastics BC
(Full-Time)

Based in Vancouver, Gymnastics BC (GymBC) is a not-for-profit provincial sport organization responsible for the governance, development and promotion of gymnastics in BC. Our dynamic team serves 71-member clubs that typically represent a membership of over 52,000 participants throughout the province. As a member-based organization, we strive to deliver excellent member and customer service experiences in all of our interactions.

If you are passionate about amateur sport and have a keen interest in member engagement, communications, office administration, and event coordination, we invite you to apply to this exciting position.

We are looking for a self-motivated, creative, and driven team member who:

- *seamlessly collaborates with a diverse group of professionals;*
- *efficiently communicates with team members, member clubs and partners;*
- *effortlessly multi-tasks;*
- *passionately engages with members with a positive attitude;*
- *diligently ensures that the tools required for successful office operations are maintained;*
- *skillfully coordinates meetings and events; and*
- *enthusiastically embraces new challenges and opportunities.*

As GymBC's go-to Administrative and Communications Coordinator, you will be responsible for working collaboratively with our team to ensure our office runs smoothly, connecting with our community on social media channels and distributing information to our GymBC members and the general public. Are you up for the challenge?

Role Overview

Reporting to the Chief Executive Officer and working closely with all GymBC staff, the Administrative and Communications Coordinator is responsible for all office administration and general communications tasks.

Note: Part of the communications role includes covering a maternity leave, for up to one-year or until the return of the incumbent.

Primary Areas of Responsibility

- Member and public inquiries
- General administrative tasks
- Administrative support for various departments
- Communication and social media updates
- Data entry
- GymBC awards and recognition
- GymBC meeting and event coordination

Tasks and Responsibilities

- First point of contact for member and customer inquiries - answer and direct phone calls and emails;
- Responsible for all office-related operations, including maintaining supplies, mail distribution, product and storage inventory and filing systems;
- Coordinate and distribute official communications, including the "GymBC Weekly" newsletter;
- Responsible for GymBC social media channels, including Instagram, Twitter and Facebook;
- Assist GymBC staff with tasks as required including, but not limited to: data entry, compliance checks, processing invoices and credit card payments, event coordination support, etc.;
- Assist with awards and recognition programs (e.g. judge service pins, external credits, etc.);
- Assist in updating and editing GymBC documents (e.g. hosting guides, forms and reports);

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- Administrative support for GymBC projects (e.g. Team BC uniforms, equipment inventory, etc.);
- Coordinate office shipments and courier deliveries;
- Maintain a calendar of association-related deadlines;
- Organize board and membership meetings and take detailed minutes;
- Book and organize all of the association's travel needs;
- Other related duties as required.

Relevant Skills

- Client Service
- Teamwork
- Communication
- Digital Technology

Other Details

- Must have strong written and verbal communication skills;
- Must have a keen attention to detail;
- Must be very organized with exceptional time-management skills
- Must be self-motivated and able to work independently with minimal supervision;
- Must be competent with MS Office applications;
- Experience with digital design programs, such as Canva, is an asset;
- Knowledge and experience in BC's amateur sport system is an asset;
- Must be legally eligible to work in Canada;
- A valid British Columbia Class 5 driver's license is preferred;
- A current Criminal Record Check will be required;
- Occasional travel, including on-site event support may be necessary;
- Occasional non-regular working hours, including social media event coverage, will be necessary.

How to Apply

Please email your resume and cover letter* in either MS Word or PDF format to: careers@gymbc.org – no phone calls.

We thank all applicants for their interest; however, please note that only candidates selected for an interview will be contacted.

**please ensure that your cover letter and resume clearly outline how your skills and experience meet or exceed the job requirements.*

Anticipated Start Date: Monday, September 12, 2022.

Compensation: Annual salary range from \$45-\$49k based on qualifications and experience.

Application Deadline: Monday, August 29, 2022 at 4PM PST.