



Administrative Assistant, Gymnastics BC (Summer Student Placement)

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.

Applicant Requirements

1. Applicants must be between the ages of 15 and 30 years old as of May 31, 2022,
2. Applicants must be Canadian citizens,
3. Applicants must be legally eligible for work in Canada.

Position Details

Position Start Date: Monday May 30, 2022

Position End Date: Friday August 26, 2022

Hours Per Week: 22.5 (3 days per week, 8:00am- 4:00pm)

Wage: \$20/hour

Tasks and Responsibilities

- First point of contact for member and customer inquiries - answer and direct phone calls
- Complete data entry tasks
- Support the bookkeeper by processing invoices, credit card payments or other duties
- Support the member service staff by processing invoices, credit card payments, and/or other duties
- Administrative support for GymBC staff (eg. Team BC uniforms, equipment inventory)
- Support Safety Officer with member club data entry and incident reporting, and Criminal Record compliance checks
- Assist in updating and editing GymBC documents (re: Hosting Guides, Associate Member application forms, Sanctioned event forms)
- Support Event Manager with event-related tasks
- Assist Technical Director with awards and recognition programs (eg. external credits)

Relevant Skills

- Client Service
- Teamwork
- Communication
- Digital Technology
- Leadership

How to Apply

Please email your resume and cover letter* in either MS Word or PDF format to:

careers@gymbc.org – no phone calls please.

We thank all applicants for their interest, however, 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.*

Application Deadline: Monday, May 16, 2022 at 4:00pm PST