

Employment Opportunity



Manager, Provincial Office

BC Summer Swimming Association, Vancouver, B.C.

POST: November 20, 2017

CLOSE: December 20, 2017

Summary

The BC Summer Swimming Association (BCSSA) is an organization comprised of 8 regional districts with more than 60 clubs across British Columbia, BCSSA offers speed swimming, diving, water polo and synchronized swimming. The association has grown from three clubs in 1958, to over 60 clubs today, with over 6,000 athletes.

The organization follows a mandate of promoting, and encouraging the development of athletes and volunteers through participation in speed swimming, diving, water polo and synchronized swimming.

The Manager of the Provincial Office is responsible for managing the overall administration and operation of the BCSSA Provincial Office. Working closely with the Board of Directors, he/she is also responsible for the overall coordination of programs organized through the Provincial Office. He/she will ensure consistent achievement of the organization's mission and financial objectives. Travel within British Columbia may be necessary.

Reports to: President, Vice-President and Secretary Treasurer

Status: Full-Time: May 1 – Aug 31 / Part-Time: September 1 – April 30

Duties: Please see Job Description below

Location of Work: 205 – 2323 Boundary Road, Vancouver, BC

Job Description: Office Manager

Skills & Knowledge

- Grade 12 minimum; bachelor's degree in communications, business administration or marketing (in progress or completed) an asset but not required;
- Experience in basic accounting and/or bookkeeping (A/R, A/P, bank reconciliation, etc.);
- Excellent oral and written communication skills, ability to compose clear, concise, logical and grammatically-correct communications, official correspondence, board reports, press releases, membership updates, email, memos, etc.;
- Solid working knowledge of Microsoft Office, QuickBooks, Google documents and web-apps.

Additional Skills

- Familiar with Hy-Tek sports software (an asset but not required);
- Skilled in social media planning, management and communications;
- Experience with website management, content editing and updating;
- Knowledge of Google AdWords (an asset but not required);

- Sporting background, past experience in competitive aquatics, familiarity with BCSSA and awareness of sports rules & regulations.

Attributes:

- Strong organizational skills, able to work independently; prioritize and manage many urgent tasks simultaneously in a fast-paced environment;
- Strong analytical and problem-solving skills.
- Strong interpersonal and communication skills; able to work well with suppliers and corporate partners; with athletes, coaches, association directors and professionals;

How to Apply:

If you are known to go above and beyond expectations and think you could be an asset to our organization, please send your resume and cover letter, with wage expectations, by 4:00pm PST on **November 15, 2017** to Hiring@BCSummerSwimming.com .

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

Job Description

MANAGER, PROVINCIAL OFFICE, BCSSA

Detailed description of duties and areas of responsibility:

Administration:

- 1) Responsible for the daily business and affairs of the BCSSA, including, but not limited to:
 - a. Receive and answer inquiries via email, phone and drop in visitors
 - b. Fulfill supply orders and mail out to clubs and regions
 - c. Maintain the cleanliness of the office, kitchen, bathroom, meeting room and storage rooms.
 - d. Maintain general office supplies, and meet supplies which are sold to region and clubs.
- 2) Assist the Board of Directors in ensuring that a long term strategy is in place, which achieves its mission, and toward which it makes consistent and timely progress.
- 3) Promote active and broad participation by regions, clubs, athletes and volunteers in all areas of the organization's work.
- 4) Maintain official records, archives and documents, and ensure compliance with federal, provincial and local regulations.
- 5) Assist the Provincial Board of Directors in policy development for the Society as a whole and facilitate adherence to the Society's Constitution, philosophy, policies and procedures. Also ensure that Board resolutions are carried into effect.
- 6) Take a lead role in the planning of the annual Provincial Championships. Prepare supplies, ordering replacement equipment as needed. Work with the committee to ensure that the facility is ready for the event. Contact companies for sponsorship and work with the local committee to maximize sponsorship revenue. Responsible for receiving payment from entry fees and paying bills for the event.
- 7) Prepare for and attend all Board of Director Meetings. Prepare the agenda, take minutes during the meeting and circulate to the Board. Plan and schedule board meeting with the President, including the ordering of any lunches, hotel bookings or other special arrangements necessary.
- 8) Draft and type all organizational correspondence and proof for accuracy, draft letters of request for donations and sponsorship, create the Annual Report for the Association, and complete all required reports for grant applications.

Communications:

- 1) Provide the board with regular updates on the condition of the organization and all important factors influencing it;
- 2) Publicize and promote the activities of the organization and its programs through website, social media, , email systems, and newsletters; evaluate effectiveness and propose ways to improve member communications;
- 3) Establish and maintain good working-relationships and arrangements with sponsors, aquatic sport organizations and other partners.

- 4) Facilitate the maintenance of the BCSSA website; provide timely updates to ensure that content is relevant, engaging and comprehensive.
- 5) Coordinate the production of the BCSSA quarterly newsletter, Wavelength.
- 6) Facilitate meetings (including board, committee meetings and AGM); collaborate with Board members to set up meetings, teleconferences, webinar, or email meetings as requested.

Finance and Governance:

- 1) Support Secretary Treasurer in developing and maintaining sound financial practices;
- 2) Maintain all accounting records, including accounts payable and accounts receivable;
- 3) Work with Finance Committee, and the Board in preparing a balanced budget; ensure that the organization operates within budget guidelines;
- 4) Ensure that adequate funds are available to permit the organization to carry out its work. Complete all necessary documentation required to secure annual ongoing governmental and non-governmental funding.
- 5) Jointly, with the President and Secretary Treasurer of the Board, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

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