



## Swim BC Job Posting

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**Position:** Administrative Coordinator

**Application Deadline:** May 31, 2022

**Expected Start Date:** June 16, 2022 (or sooner)

**Location:** Victoria, BC

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### About Swim BC

Swim BC is the provincial governing body for competitive swimming in British Columbia. We are responsible for the conduct of all competition; development of athletes, coaches, official's; administering club services; membership registration; sport governance and sport system management. Our programs support a membership of over 12,000 swimmers, coaches, officials, and administrators in over 70 clubs throughout the province.

Swim BC is an equal opportunity employer. We recognize that a diverse work force is critical to accomplishing our vision and are committed to fostering an inclusive environment for all employees.

The Swim BC office is located on the unceded territories of the lək̓ʷəŋən speaking people known today as the Songhees, the SXIMELEL (Esquimalt) and the WSÁNEĆ First Nations.

### Overview

We have an opportunity for a highly motivated and skilled individual to join our team in the position of Administrative Coordinator. The responsibilities of the position are to provide support to Swim BC operations, administering the membership registration processes, expedite financial procedures, facilitating member communications; and coordinating the effective and efficient administration of the organization.

### Roles include, but are not limited to:

- Office administration
- Membership registration services (swimmer, coach, official)
- Financial procedures coordination and administration
- Board of Directors support
- Communications administration (website, bulletins, reports)
- Governance and stakeholder administration

### Skills and Qualifications

- Ability to manage daily tasks and activities effectively with attention to accuracy and precision.
- Self-starter, critical thinker, ability to develop personal objectives and work without supervision.
- Strong communication and prioritization skills, able to liaise and respond to multiple member inquiries,
- Adept at establishing clear priorities and managing urgencies.
- Related work experience in an administration role, ideally supplemented by business administration courses, or an equivalent combination of training and experience in a member services role.
- Knowledge of not-for-profit administrative functions, rules, regulations, policies, and procedures applicable to the work performed in this sector. Experience in Sport administration experience would be considered an asset but is not required.
- Intermediate proficiency in MS Office, familiarity with MS SharePoint.
- Strong interpersonal and communication skills, able to deal effectively and courteously with membership.
- Demonstrated aptitude for teamwork and collaboration.
- Provide a satisfactory Criminal Records Check.

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[www.swimbc.ca](http://www.swimbc.ca)



- Valid BC Driver's License and automobile

### **Remuneration / benefits / hours of work**

- Competitive salary
- Health benefits package including dental and extended benefits
- Vacation, statutory and "school holidays"
- The position is full-time, 37.5 hours per week – minimal evening and flex days required

### **Application**

- Please forward your cover letter, resume and salary expectations to:

**Ken Radford, Executive Director**

[ken.radford@swimbc.ca](mailto:ken.radford@swimbc.ca)

- Only those applicants short-listed for interview will be contacted.