



Swim BC Job Posting

Position:	Administrative Coordinator
Application Deadline:	January 5th, 2023
Expected Start Date:	February 1 st , 2023 (negotiable)
Location:	Victoria, BC

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.

Vision: A thriving swimming community inspired to achieve our individual and collective best.

Mission: Supporting competitive swimming through leadership, connection, and good governance.

Values: Community / Integrity / Innovation / Stewardship

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

Position Overview

We have an opportunity for a highly motivated and skilled individual to join our team in the position of Administration Coordinator. The responsibilities of the position focus on the provision of support to Swim BC operations, administering the membership registration processes, expediting financial procedures, facilitating member communications, and coordinating the effective and efficient administration of the organization. The role is suited for a team player with personal competencies in relationship building,

Responsibilities:

- Membership Registration
 - Acting as the Provincial Registrar, provide membership support for all facets of club, swimmer, coach, and officials registration.
 - Membership support services of registration rules and processes, and registration system troubleshooting (help desk).
 - Comparative registration reports.
 - Registration manual development
 - Swimming Canada Registration system administrator / new system transition.
 - BC Criminal Records Review Program administrations.
- Finance
 - Finance policy review (annual / ongoing)
 - Timely processing of membership registration transactions.
 - Bookkeeper liaison
 - Integration of registration system invoicing
 - Financial records administration
 - SAGE accounting software information and backup access.

www.swimbc.ca



- Swim BC banking liaison / coordinator
 - Finance Committee support
 - Perform weekly off-site bank deposits and postage processing.
 - Staff credit card administration.
 - Monthly staff expense report processing
 - Maintain all utilities, telecommunications, and software license payments.
 - Coordination of annual audit
- Board of Directors support
 - In conjunction with Executive Director, proactively organize and maintain Board resources via SharePoint.
 - Assist Executive Director and President in organizing board and standing committee meetings, meeting notices, circulation of agendas, board meeting minutes development and administration.
 - Board member travel support
 - In conjunction with Nominations Committee Chair, timely circulation of board nomination notices
 - Coordinate the support and conduct of the annual general meeting including distribution of 90 / 45 / 30-day notices and content, registration, and onsite logistics.
 - Maintain society act status and corporate registry annual filing requirements.
- Communications
 - Coordinate content development of organizational communiques with staff; expedite membership communication.
 - Coordinate staff input and develop annual report.
 - Monitor website email and admin email addresses.
- Operations
 - Membership insurance administration – Certificate of Insurance requests, coverage clarification.
 - viaSport / BC Sport Information portal - organizational content reporting
 - Maintain organizational calendar.
 - Maintain centralized organizational contact and membership lists.
 - Provide administrative support to the coaching certification, officials development, Swim BC Competitions, and technical program operations.
 - Day to day operations of Swim BC office including utilities, business machines; telecommunications and software; lead contact for office utility providers.
 - Provide ongoing support and coverage for other staff within the organization.

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 balancing 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.
- Proficiency in MS Office 365, familiarity with MS SharePoint / OneDrive and related applications.
- An aptitude for web-based applications and digital tools.
- Strong interpersonal and communication skills, able to deal effectively and courteously with membership.



- Demonstrated aptitude for teamwork and collaboration.
- Ability to adapt quickly, meet tight deadlines and handle frequent interruptions.
- Provide a satisfactory Criminal Records Check.
- 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 – extended Christmas and Easter breaks.
- The position is full-time, 37.5 hours per week – minimal evening and flex days may be required.

Application

Please forward your cover letter, resume, and salary expectations to the attention of:

Ken Radford
Executive Director
Swim BC
ken.radford@swimbc.ca

We thank all applicants who apply, but only those candidates selected for an interview will be contacted.

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age marital status, family status or disability.