BCWA Job Opportunity
Sport Program Coordinator (SPC-2022)

BC Wrestling Association is seeking four (4) Sports Program Coordinator to assist with our daily and project operations. This employment is funded by the Canada Summer Jobs program with a term of 8 weeks for each employee beginning June 6, 2022.

General Duties:
Compile data, statistics and other information to support research activities.
Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy.
Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
Schedule and confirm appointments and meetings of employer.
Order office supplies and maintain inventory.
Answer telephone and electronic enquiries and relay telephone calls and messages.
Set up and maintain manual and computerized information filing systems.
Determine and establish office procedures.
Other related duties.

Specific Duties:

Office Support:
Source, select and organize information for inclusion and design the appearance, layout and flow of the website.
Conduct tests and perform website quality controls.
Assist in development of membership support resources.
Assist with members recognition social media promotion.

Membership Registration:
Learn the operation of the 2Mev online registration system.
Under the direction of the Office Administrator, navigate BCWA's membership database and complete tasks relating to membership account consolidation, data collection, and data verification.
Create a step by step guide on how to navigate 2Mev website, including purchasing additional memberships, registering for events, creating an event, etc.

Events Promotion/Planning:
Create event advertisements/visual templates.
With the support of the Office Administrator, create articles for BCWA.
Research, conduct interviews, and collect information for news articles' content.
Assist in coordinating and delivering BCWA events, including camps, competitions, and other sanctioned events.
Receive Track Wrestling training, deliver Track Wrestling training, and create promotional materials for draw master and official development.

Work Environment

- Mainly working from home and some onsite office work.

Job Category: Hourly

Location: Burnaby, may include some commuting within the lower mainland.

Job Types: Part-time, temporary (Four positions available). 30 hour per week for 8 weeks.

Salary: $16.00 per hour

Start date: June 6, 2022 End date: July 29, 2022

Employment requirements:
High school diploma or equivalent (Required).
Between 15 and 30 years of age (inclusive) at the start of employment.
Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
Legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.
Proficient with Microsoft Word, Outlook, Excel.
Website design training/experience.
Excellent efficiency and interpersonal skills.
Able to work and converse efficiently with all levels of colleagues, members, and other external contacts.
Knowledge of operating standard office equipment.
Successful Criminal Record Check.

Apply:

Please provide a resume and cover letter to Non Ha by email, execdirector@bcwrestling.com. Please state applicant's full name and "Sport Program Coordinator (SPC-2022)" in the subject line.

Application deadline: **May 26, 2022** or when position is filled.