



Now hiring: Office Administrator

Special Olympics BC is looking for an enthusiastic and detail-oriented full-time Office Administrator. The successful candidate will possess great organizational and customer service skills and will provide key support for Special Olympics BC.

Special Olympics BC empowers individuals with intellectual disabilities to enrich their lives through the power and joy of sport, and to create inclusive communities throughout British Columbia by opening hearts and minds to the talents of individuals with intellectual disabilities. Through transformative programming in sports, health, education, and community building, Special Olympics is tackling the inactivity, stigma, isolation, and injustice that people with intellectual disabilities face. Our work goes far beyond sports events, driving social change that enables full participation for people with intellectual disabilities. Join our team to make a difference!

The successful candidate will provide a range of administrative, clerical, technical, and business support services required for the effective and efficient ongoing day-to-day operations of the SOBC provincial office, such as:

- Manage, input, and train others on association member databases. This will be a significant focus of this position.
- Office reception.
- Care, maintenance and scheduling of equipment.
- Supervising office support staff/volunteers.
- Assist with criminal record checks, insurance etc.
- Assisting in areas including accounting, fundraising and program events.
- Implementing, organizing and maintaining systems and processes which allow the office to function productively.

We are looking for a candidate with:

- Intermediate to advanced skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, Word, PowerPoint, Outlook, Access) and related databases.
- Experience in working on membership databases.
- Working knowledge of basic record keeping and bookkeeping/accounting is an asset.
- Ability to manage multiple complex and competing priorities.
- Excellent organization skills who is detail oriented.
- Excellent communication skills, both written and verbally.
- Ability to work effectively, both independently and as part of a team.
- Ability to consistently offer professional and engaging customer service.
- Ability to work weekends and evenings as needed.
- Positive and keen attitude towards working with individuals who have intellectual disabilities.
- Valid driver's license.



Interested candidates are asked to submit their resume and cover letter to sheida@specialolympics.bc.ca.

Unfortunately, due to the volume of applicants, only candidates who are selected for an interview will be contacted.

We thank all interested applicants. Only those selected for interviews will receive replies.

About Special Olympics BC

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through the power and joy of sport. In 55 communities around the province, we provide year-round training and competitive opportunities in 18 different sports to more than 5,200 athletes of all ages and abilities, thanks to the dedicated efforts of over 4,300 volunteers. To learn more, please visit www.specialolympics.bc.ca.

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community. We welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, səliiwətaʔt təməxʷ (Tseil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.