



Department: Administration
Title: Administrative Assistant

Position Type: Assistant
Location: Lower Mainland
Reports to: Data & Systems Administrator
Reporting to this position: Office support volunteers

Be inspired and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be part of one of the largest and most respected sport organizations in the world. Welcome to Special Olympics BC!

In this role, you will be a key member of our provincial office staff, working collaboratively with all organizational departments on various administrative tasks and duties. You will be responsible for the effective and efficient operation of the provincial office and all aspects relating to that. You will also be a key point of contact for many sponsors, athletes, and volunteers as they require general or specific information on programs, events, and more.

The successful Administrative Assistant will:

- Believe strongly in the Special Olympics mission, vision and values;
- Provide a range of administrative, clerical, technical, and business support services required for the effective and efficient ongoing day to day operations of the provincial office.
- Work closely with Director of Finance & Administration and Data & Systems Administrator to assist with finance tasks such as local financial reporting, accounts receivable, accounts payable, tax receipting, and more.
- Assist the Data & Systems Administrator with data entry and database support.
- Act as office receptionist, answering calls and greeting guests upon arrival, managing mail-outs and couriers. Assist with criminal record checks, insurance, and other administrative tasks.
- Support office operations including required maintenance, cleaning schedules, supply ordering and management of relationship with external suppliers for office equipment including photocopiers, printers, furniture etc.
- Assist staff in booking transportation for staff, volunteers, and athletes.
- Coordinate SOBC merchandise ordering and inventory.
- Support human resources including onboarding of new staff, updating staff directories, and other needs as required.
- Care, maintenance, and scheduling of equipment including vehicles.
- Supervise office support staff/volunteers.
- Assist with fundraising events as needed including auction processing and pick-ups, volunteer coordination, and on-site activities.
- Implement, organize, and maintain systems and processes that will allow the office to function productively including inventory, IT equipment (computers, cell phones, etc).



What you'll bring:

- Relevant degree or 1+ year of administrative experience.
- 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.
- Excellent organization skills and 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.
- Positive and keen attitude towards working with individuals who have intellectual disabilities.
- Valid driver's license.
- Undergo a Criminal Record and Vulnerable Sectors Check with no issues.

This position will require you to work some evenings and weekends and have some travel throughout B.C. This position works out of our SOBC office in Burnaby. The current salary range for this position is \$45,000 - \$50,000 per year plus benefits.

If this is your dream job, please **apply with a cover letter and resume** to admin@specialolympics.bc.ca. Interviewing for this position will start immediately and close when we have found the successful candidate.

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 (Tsleil-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.