



Operations Assistant Job Description

Full-time, 6-month contract with possibility of extension

Reporting to the Event & Administration Manager, the Operations Assistant will provide crucial support to the delivery of Curl BC's programs by assisting with online registrations, membership data management, coordinating events and overseeing the distribution of educational course materials. The Assistant will also be responsible for aiding the day-to-day operations of the organization by managing the office inventory, helping with mail-outs and handling incoming enquiries.

A team player, the Operations Assistant will be adaptable, have excellent organization skills, and be willing to show initiative.

Qualifications:

- Experience working in an office administration role
- Strong Microsoft Office skills
- Experience of dealing with members of the public
- Good communication skills and a proven team player
- Ability to work and problem solve independently
- Good organization and time management skills
- Strong computer skills
- Post-secondary course work, diploma or degree

Other assets:

- Proven ability to work independently with minimal supervision
- Proven ability to research and develop grant applications
- Prior management experience
- Financial literacy and ability to read financial statements and build budgets
- Policy drafting, interpretation, and implementation
- Experience with WordPress, Monday, registration systems and survey creation software

The ability to be firm, while exercising good judgment and tact when dealing with sensitive issues, is important in this position. Part of the Operations Assistant's responsibilities may require occasional meetings on evenings and weekends

The Operations Assistant is based out of the Curl BC office in Burnaby, although remote and/or tele-commuting options may be required on occasion.

Major areas of responsibility:

1. Membership (END 1)

- Assist with the membership database
- Assist with reporting membership data to viaSport and Curling Canada, including evaluating trends in curling participation at member clubs and province-wide

2. Education, Youth Participation and Awards Programs (ENDs 2, 4 & 9)

- Skill Awards tracking, inventory and shipping
- 8-enders tracking, inventory, shipping and reporting to Curling Canada
- Volunteer recognition program management
- Form creation and management
- Assist with the organization and delivery of materials

3. Communications (END 3)

- Content management and scheduling
- Award form creation
- Assist with mail outs

4. Competitions (END 5)

- Assist with organization and coordination of events including BC Championships and educational events
- Assist the Event Operations Manager with volunteer management and software for events/officials

5. Capacity Building and Corporate Governance (END 7)

- Rafflebox 50/50 administration including portable sales units
- Staff time sheet creation and maintenance
- Arrange travel and accommodations for board members attending meetings
- Provide administrative support for Board Meetings, AGMs, Business of Curling Symposium and staff meetings
- Assist with Grant applications
- Assist the CEO as needed
- Record Policy updates

6. Other administration

- Manage project management, Zoom and other IT/digital platforms
- Shipping and receiving of assorted deliveries
- Track inventory, order and mail items including course materials, promotional items and office resources
- Answer phones and act as the first point of contact for the organization
- Data input and management of online records
- Develop and log online registrations
- Manage incoming mail, online payments
- Take minutes at meetings
- Assist other team members with specific projects

Reporting:

This position reports directly to the Event and Administration Manager of Curl BC.

Remuneration:

The annual salary range for this position is from \$42,000 to \$51,500.

Application:

Please apply in writing to Scott Braley at sbraley@curlbc.ca.

The application deadline is **Monday, September 23**.

Curl BC is an equal opportunity employer.