

Job Title: Administrative Coordinator

Organization: Field Hockey Canada (FHC)

Hours: Flexible 4-5 days per week (9h00 am PT to 14h00 PT, 20-25 hours / week).

Start Date: Immediate

Location: Richmond Olympic Oval, Richmond, B.C.

Salary: \$25.00/hr

General:

Field Hockey Canada is seeking a capable and mature Administrative Coordinator to provide support to the organization's operations. This position is based in Vancouver or the lower mainland of BC. Reporting to the Director of Performance Operations and the High Performance Director.

The applicant should be able to work remotely as well as report to the HQ of Field hockey Canada (Richmond Olympic Oval) on a weekly basis. A vehicle and driver's license would be preferable to reach other national training locations and meetings, including the North Shore and Surrey.

This is a high-energy position for a capable and dynamic person who has a heart for high performance sport. Attention to detail, the ability to work independently and within a team is essential.

The Administrative Coordinator is responsible for providing administrative support to FHC operations. This includes the coordination of tours, clothing and equipment, facilitating communications; and coordinating the effective and efficient operations of the administrative function of FHC.

Primarily roles and responsibilities include:

- Supporting the administration needs of FHC's national teams
- Coordinate and liaise with athletes including communication, documentation, scheduling and personal data updates and compliance
- Preparatory tasks for tour and camps
- Organize all tour documentation (visas, security, vaccinations, insurance, travel, accreditation, code of conduct forms etc).

- Tracking all clothing, equipment and inventory as well as milestones
- Delivering equipment and clothing as required, for NT Programs and NextGen Programs
- Administering certificates of insurance requests and claims as required
- Providing ongoing support and coverage for staff within the organization

Our ideal candidate:

Will preferably have experience in an administration role, supplemented by business administration courses with a preference for a Certificate in Business Administration, or an equivalent combination of training and experience in a member services role.

Our ideal candidate will have a can-do manner and a calm, mature outlook. They will show up for the team and deliver a high level of service, building professional relationships within our organisation and community.

In addition, the candidate will demonstrate:

1. Proficiency in Microsoft Office, specifically Word, Outlook, Excel and PowerPoint; familiarity with Microsoft SharePoint a bonus;
2. Strong interpersonal and communication skills, and the ability to deal effectively and courteously with membership;
3. Team and collaboration talents;
4. A satisfactory Criminal Records Check;
5. An ability to be a self-starter, critical thinker, develop personal objectives and work with limited supervision;
6. Strong communication and prioritization skills: ability to liaise and respond to multiple member inquiries;
7. The ability to establish clear priorities and be capable of multi-tasking based on the established priorities.

Application Details

Applications for the position will be open until February 1st, 2023 at 12 noon (PST).

To apply, please send your resume and a cover letter to Susan Ahrens, Chief Executive Officer at sahrens@fieldhockey.ca.

You should include the names of two references in your resume.

Please note that only those selected for interview will be contacted.