



Job Title: Administrative Coordinator – Masters Hockey

Organization: Field Hockey Canada (FHC)

Hours: Flexible 2-3 days per week (flexible office hours. 10 hours / week).

Start Date: Immediate

Location: Remote hybrid model in place with option of working out of FHC' office in Richmond Olympic Oval, Richmond, B.C.

Salary: \$25.00/hr

General:

Field Hockey Canada is seeking an Administrative Coordinator to provide support to the organization's operations, specifically the growing Masters portfolio. This position is based in Vancouver or the lower mainland of BC, but serves Masters hockey across Canada.

Reporting to the CEO or assignee, the Administrative Coordinator is responsible for providing administrative support to FHC Masters operations. This includes leading the coordination of clothing and equipment, administering the registration processes and payments within FHC's database, facilitating communications; and coordinating the effective and efficient operations of the administrative function of FHC. The role will support international and domestic travel and events.

Primarily roles and responsibilities include:

- Primarily supporting the administration needs of FHC's Masters program, the role will work closely with FHC's team and where necessary may provide additional support to national team, next generation (NextGen) and other programs and services.
- Time sensitive processing of action points
- Maintaining organizational calendar including meeting schedules
- Coordinating development of the annual reports; grant reporting and applications as needed
- Tracking clothing, equipment and inventory
- Administering certificates of insurance requests as required
- The management of FHC Masters tours will include the transportation of equipment for camps and delivery of clothing for tours so access to a vehicle will be required.
- Ideally, the candidate will have flexibility in their availability to support Masters Hockey during peak periods.
- 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 also have knowledge of not for profit administrative functions, rules, regulations, policies and procedures applicable to the work performed in this sector, as well as the ability to make decisions in accordance with applicable departmental policies and procedures.



In addition, the candidate will demonstrate:

1. Proficiency in Microsoft Office, specifically Word, Outlook, Excel and PowerPoint; familiarity with Microsoft SharePoint;
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 March 31st, 2024. To apply, please send your resume and a cover letter to Susan Ahrens 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.