



EXECUTIVE & STRATEGIC PROJECTS ASSISTANT
Schedule A

General

Established in 1904, BC Soccer is the largest provincial sports organization (PSO) in BC and the third largest soccer-specific PSO in Canada with over 150,000 participants, consisting of registered players, coaches, referees, administrators and soccer leaders. As a professional not-for-profit society and a member of Canada Soccer, BC Soccer is committed to providing the widest opportunities for existing and potential participants, as well as provide support in the most effective and appropriate way for current players, parents, volunteers, member clubs, leagues, and districts.

Safe Sport Statement

BC Soccer believes that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in. The welfare of everyone involved in soccer is the foremost consideration and in particular, the protection of children in the sport is the responsibility of everyone involved.

Position Summary

An exciting opportunity has arisen to join our dynamic team within BC Soccer at its Vancouver office. BC Soccer is seeking an open minded and experienced professional for the position of Executive & Strategic Projects Assistant. This position will be the supportive force that empowers our senior leadership and coordinates key strategic initiatives and projects to ensure successful and timely delivery.

The ideal person for the job will be a proactive problem solver with exceptional communication skills with meticulous attention to detail. The candidate will have previous experience working in an office environment, performing administrative duties, and providing support to management, with strong project management knowledge and skills. Given the wide scoping responsibility to oversee and lead soccer forward in BC, this position will be relied on for flexibility and foresight, while maintaining confidence related to high-level systems and operations.

As a key extension of the Executive Director, the Executive & Strategic Projects Assistant reflects the governing principles of service; contributing to the development of strategic, operational, and tactical plans designed to serve BC Soccer vision, mission and values.

Vision Statement *Positive soccer experiences*

Mission Statement *Promote, develop and govern soccer in British Columbia*

Values
Inclusive — all can participate and unite in soccer in British Columbia
Safe — committed to safe and respectful soccer in British Columbia
Excellence — lead and progress soccer in British Columbia
Collaborative — deliver soccer with members and stakeholders in British Columbia

Accountable to: Executive Director

Department Oversight: None

Internal relationships: Relates directly to all staff while providing board support in alignment with the BC Soccer governance structure.

External relationships: Member Youth Districts, Member Adult Leagues, Member Clubs, Vancouver Whitecaps FC, Canadian Soccer Association, Provincial Soccer Associations, BC Soccer Premier League and constituent clubs, Provincial Government, Via Sport, government agencies, BC High School Sports, BC Games, Sport BC, BC High School Sports, BC Colleges and Universities (and leagues), provincial multi-sport organizations, potential members and overall participants in soccer.

Role Objectives:

- Primary responsibility to support the Executive Director, while also providing some wider support to the senior staff team as directed to ensure that association goals and objectives are accomplished, and operations run efficiently.
- Maintain and refine internal processes that support the Executive Director, coordinating internal and external resources to expedite workflow.
- Support positive communication between senior staff and all employees/contractors, liaising with internal and external commercial partners and representatives on various projects and tasks.
- Plan and orchestrate work to ensure the executives' priorities are met, organizational goals are achieved, and best practices are upheld.

Daily and Monthly Responsibilities:

- Coordinate complex association wide scheduling and calendar management, as well as management of content and flow of information.
- Coordinate all Board Meeting logistical support, including collating meeting materials, providing to the Executive Director for review, circulation, attending meetings and taking minutes / tracking outcomes.
- Coordinate, and arrange Board Member and other travel and travel-related activities, including hotel booking, transportation, and meal coordination.
- Perform administrative and office support, such as typing, dictation, spreadsheet creation, and maintenance of filing system and contact database.
- Ensure association meets partnership obligations and helps manage relationships as directed.
- Support administration of BC Soccer Judicial Bodies activities liaise with Independent Third-Parties, including Chairs, Case Managers, Officers and Panel Members

- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business.
- Organize team communications and plan events, both internally and offsite.
- Using project management techniques, act as lead facilitator on assign Strategic Project initiatives to ensure successful delivery.
- Works with all staff colleagues to promote relevant initiatives and programming.
- Various special duties as assigned by the Executive Director.

The successful candidate will possess the following qualifications, experience, education, skills and characteristics:

- Minimum 2 year's experience in administrative role reporting directly to upper management with strong experience in collaboration and working effectively with multiple key stakeholders.
- Superb written and verbal communication skills with the ability to clearly articulate information, ideas, and policies information.
- Strong time-management skills, with the ability to organize and coordinate multiple projects at once and prioritize accordingly, along with tracking project budgets, when required.
- Detail oriented with the ability to work independently and in a team environment while maintaining confidentiality.
- Proficiency in Microsoft Office, with aptitude to learn new software and systems.
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge. Ability to devote full time and attention to responsibilities and to accomplish these obligations with integrity, loyalty, honesty and dedication.
- Highly professional and someone that sees the big picture, goal and objective with the ability to operationalize to effectively deliver.
- Able to establish and maintain effective working relationships with colleagues and the BC Soccer Membership (Youth Districts and Adult Leagues), the wider soccer community and key external partners while supporting the overall structure and philosophical strategy set out by BC Soccer.
- Post-secondary education in a related field such as Business, Sports Management, Education.
- Experience and knowledge of the following items would be concerned an asset:
 - BC Societies Act or equivalent
 - Project Management
- Commitment to delivering high standards of customer service and with proven ability to successfully manage medium level projects with multiple stakeholders.
- Able to represent BC Soccer as required, including travelling locally, provincially, and nationally should it be required.
- Annual CPIC (Criminal Records) clearance and valid driver's license (nice but not required).
- Fluency in English.

Remuneration

- The position will include full benefits and a competitive sports industry salary commensurate with experience for a role of this nature.



British Columbia Soccer Association

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Application

- Interested applicants, with the ability to work in Canada, should submit their resume, with cover letter and salary expectation range **specifically referencing BC Soccer, Executive & Strategic Projects Assistant in the subject line** to BC Soccer at feedback@bcsoccer.net.
- Applications will be received until the position is filled.

BC Soccer thanks all applicants however ONLY those selected for an interview will be contacted.