



Administration Coordinator

BC Artistic Swimming (BCAS) is the governing body for artistic swimming in British Columbia and a grassroots organization of passionate people who committed to growing our sport. Supporting athletes of all ages and abilities is critical for the growth of artistic swimming in BC and was the motivation to organize BCAS under three equal pillars: Operations, High Performance, and Sport Development. Under this structure, with exceptional professional leadership and expert advisory committees for each pillar, BCAS supports all members, communities, and programs in BC.

The Opportunity

BCAS is seeking a motivated and organized Part-time Administrative Coordinator to support the operations of the organization and our programs. This role will work collaboratively with BCAS staff to ensure day to day operations are executed successfully, as well as support with program operations and event preparation.

The ideal candidate has experience in the sport sector as well as experience in an administrative role. This role requires knowledge and expertise in a variety of digital programs and will require the successful candidate to complete a variety of administrative tasks depending on the needs of the organization. The successful candidate will be organized, have strong communication skills, be highly motivated, with the ability to learn and take on new tasks with strong attention to detail.

This is a part-time position with an expected commitment of 10 hours per week, with the possibility of additional hours during events and competitions. The successful candidate will work remotely from their home and be required to attend provincial events, camps, and activities as needed. Given the remote nature of this position, it is of paramount importance that there is strong communication with the Executive Director other BCAS staff.

Accountability

The Sport Admin Coordinator reports to the Executive Director and works collaboratively with BCAS leaders and staff to support the operations of BC Artistic Swimming. As appropriate, the Sport Admin Coordinator works with various staff and key volunteers to support daily operations, projects and events.

Administrative Responsibilities

- Assist in developing and updating resources, event and program documentation
- Provide general administrative support, including document preparation, data entry and responding to member inquiries
- General Finance Administration, including the preparation of payables and receivables.
- Create, monitor and report on programs and membership categories through RAMP registration
- Event and Competition preparation tasks, including bookings, resource preparation, scheduling and volunteer management
- On-site event and competition support
- Maintain and verify membership and program records
- Execute additional tasks or projects, as assigned by the Executive Director

Qualifications and Requirements

- Applicant must be legally permitted to work in Canada
- Resident of British Columbia
- Minimum high school diploma, ideally completed one or more years of post-secondary education, and/or have work experience in a related field
- Prior experience in administrative or coordinator roles, ideally in a sport or recreation setting
- Excellence organization, communication and time-management skills
- Proficiency with computer programs including Microsoft Office Suite and RAMP Registration will be considered an asset
- Ability to manage multiple projects and priorities
- Flexible availability including occasional evenings and weekends

Position Details

- **Reports to:** Executive Director
- **Location:** remote, travel required to be onsite during events
- **Employment Type:** Temporary, Part-time
- **Target Start Date:** October 20, 2025
- **Contract Term:** 1 year, with the possibility of extension
- **Compensation:** \$20 - \$23 / hour dependent on experience and qualifications
- **Hours of Work:** 10 hours a week, with potential for additional hours during events and competitions
- **Application Deadline:** October 6, 2025

Application Details

Interested candidates should submit a resume and cover letter detailing their experience and qualifications to Rebecca Tamil Selven, BC Artistic Swimming Executive Director, at ed@bcartisticswimming.ca by the application deadline of **October 6, 2025**.