

Position Title: Executive Assistant / CEO Project Coordinator

Reports to: Chief Executive Officer

Location: BC Golf Office, Delta (Hybrid Work Flexible)

Employment Type: Full-Time

About the Role

British Columbia Golf is seeking a proactive and highly organized **Executive Assistant / CEO Project Coordinator** to directly support the Chief Executive Officer and advance key organizational initiatives.

This role goes beyond traditional administrative support - it combines **trusted executive partnership, confidential coordination, and project management expertise**. The successful candidate will thrive in a dynamic environment, balancing day-to-day executive support with strategic, cross-functional project coordination.

You will act as a central hub for communication, technology integration, and execution - helping the CEO and leadership team move initiatives from concept to completion with precision, accountability, and discretion.

Key Responsibilities

Executive Support & Confidential Partnership

- Provide high-level administrative and strategic support to the CEO ensuring priorities are managed effectively and deadlines are met.
- Prepare materials, agendas, and briefing documents for board, staff, and partner meetings.
- Act as a **trusted and discreet confidant**, managing sensitive information with the utmost integrity and professionalism.

Project Coordination & Strategic Execution

- Provide leadership and oversight for cross-departmental initiatives, ensuring alignment with organizational priorities and measurable outcomes.
- Design and implement systems to monitor performance, accountability, and strategic progress across key projects.
- Drive execution of strategic goals by translating vision into coordinated, results-oriented action.

Technology & Information Management

- Serve as a key user and internal champion of **Microsoft 365 tools** (Outlook, Teams, SharePoint, OneDrive) to streamline workflows and communication.

- Support the integration and use of **CRM systems**, ensuring accurate data management and reporting.
- Assist with digital document management, policy updates, and internal knowledge sharing systems.
- (Asset) Provide informal training or support to staff on Microsoft 365 and CRM functionality.

Organizational & Communication Support

- Support internal communication between the CEO and staff to ensure clarity and alignment.
- Maintain and update organizational policies, procedures, and the employee handbook.
- Track and report on performance measures to support organizational accountability and improvement.

Qualifications

- Minimum **5 years' experience** in an Executive Assistant, Project Coordinator, or similar role supporting senior leadership.
- Proven ability to **manage complex projects** and move initiatives from concept to completion.
- Strong organizational, time management, and follow-through skills with a high attention to detail.
- Excellent written and verbal communication skills.
- **Demonstrated discretion and integrity** in handling confidential information ("trusted keeper of confidence").
- Skilled in Microsoft 365, including Teams, SharePoint, OneDrive, and Excel; experience training staff on these tools is an asset.
- Familiarity with **CRM systems** (setup, management, reporting).
- Experience in KPI tracking and reporting processes.
- Ability to work independently while collaborating effectively across teams.

Attributes We Value

- **Proactive:** Anticipates needs before they arise.
- **Detail-Oriented:** Ensures nothing slips through the cracks.
- **Execution-Focused:** Gets things done and follows through to closure.

- **Trusted:** Handles sensitive matters with professionalism and discretion.
 - **Collaborative:** Works effectively across teams while keeping the CEO's priorities at the forefront.
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Compensation & Benefits

This is a **full-time, permanent position** with a salary commensurate with experience, **\$60,000 – \$70,000** range.

Benefits include: extended health and dental coverage, Group RRSP matching, three (3) weeks of vacation annually, and hybrid work flexibility.

Application

Please send your applications to Matthew Steinbach, CEO of British Columbia Golf, at CEO@britishcolumbiagolf.org

The deadline for applications is Sunday, December 7, 2025

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

British Columbia Golf is an equal-opportunity employer committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds and experiences.