



## **BC HOCKEY JOB POSTING**

BC Hockey, founded in 1919 and a member branch of Hockey Canada, is responsible for the governance and development of amateur hockey at all levels in the Province of British Columbia and the Yukon Territory.

### **PROGRAM ASSISTANT**

BC Hockey is seeking a dynamic, self-motivated and effective individual to fill the position of Program Assistant in our Victoria (Saanichton) office. This full-time position's duties are primarily focused on the following:

#### **PRIMARY RESPONSIBILITIES**

- Assist with the administration and coordination of programs
- Assist with the preparation of meetings and events
- Attend meetings and events as required
- Liaise with volunteers, committees, event staff, Hockey Canada and provincial steering committees
- Provide reports and recommendations as required

#### **DESCRIPTION OF DUTIES**

Assist with the coordination of the following programs:

##### **EVENTS**

- TELUS Cup
- World Junior Championship
- RBC Cup
- Provincial and Regional Championships
- Program of Excellence

##### **MIDGET AAA & BANTAM MIDGET ZONE PROGRAMMING**

- Coordinate logistical bookings such as accommodation and travel
- Coordination of Show Case Weekends
- Maintenance of League websites

#### **PLACEMENT REQUIREMENTS**

- Post-secondary training in sport management or 3+ years' experience in Sport Administration
- Strong interpersonal and communication skills facilitating working relationships with volunteers and staff
- Knowledge of hockey programming and event management at the local and provincial level
- Ability to meet project deadlines
- Resilient, flexible team player
- Strong computer skills (Microsoft Office, Microsoft Outlook, internet, etc.)
- A high level of initiative and flexibility

#### **EXTENT OF SUPERVISION**

- Responsible to the Chief Executive Officer through Senior Manager, Leagues and Events.

#### **TO APPLY**

Please send cover letter and resume to [hr@bchockey.net](mailto:hr@bchockey.net) by September 25, 2017

