

JOB POSTING

Sr. Coordinator of Executive Services (Half Time Role)

Sport for Life Society is recognized as the national experts on Canadian Sport for Life, Long-Term Athlete Development, and Physical Literacy Development. Sport for Life is a movement to improve the quality of sport and physical activity in Canada. Sport for Life links sport, education, recreation and health, and aligns community, provincial, and national programming. Long-Term Athlete Development is a seven-stage training, competition and recovery pathway guiding an individual's experience in sport and physical activity from infancy through all phases of adulthood. S4L, with LTAD, represents a paradigm shift in the way Canadians lead and deliver sport and physical activity in Canada.

Reports to: CEO

Position Description:

The Sr. Coordinator of Executive Services provides support to the CEO.

Roles & Responsibilities:

This position will focus advancing Sport for Life Executive Services.

- Connecting with S4L divisions and department along with PL4L charity to ensure projects are developing with the proper process and appropriate timelines.
- Project coordination – manage deadlines, requests, communications to partners
- Coordinate logistics for workshops and presentations
- Meetings scheduling, preparing agendas and materials ensuring notes are taken and action identified and followed up.
 - Drafting letters, spreadsheets, powerpoints etc.
- Travel planning (book flights, create itineraries, prepare materials)
- Drafting reports
- Communication and coordination support for the CEO
- Organize files and materials

Job Requirements:

- Excellent communication skills, both verbal and written
- Very well organized with excellent multi-tasking skills
- Ability to work under pressure and tight deadlines
- Ability to learn quickly and prioritize requirements
- Ability to build relationships
- Excellent customer service skills to both internal and external clients
- Detail-oriented with a sense of pride in their quality of work
- Background or experience in sports, physical education or sports administration
- Pleasant, courteous, well-groomed, and professional appearance



Qualifications:

- Proficient in Microsoft Office Suite.
- Bilingualism an asset, but not required (French and English). Additional languages a benefit
- Ability to work on both Mac & PC is an asset, but not required.
- Experience with Dropbox, Smartsheet, Salesforce, are assets but not required.

This position is part time, starting February 2019 and is located in Victoria, BC.
The starting wage for this role is \$23.00 per hour.

Applicants are asked to submit their CV to office@sportforlife.ca by Friday February 8, 2019 at 4pm PST, indicating the role that they are applying on.

Only applicants who are shortlisted will receive correspondence from Sport for Life.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry and persons with a disability.

For more information on...

Sport for Life, and Long-Term Athlete Development, www.Sportforlife.ca

Physical Literacy www.physicalliteracy.ca