



Now hiring: Special Olympics BC Fund Development Administrative Assistant

Position type: Junior

Position start date: May 1

Full-time 12-week contract for a Canadian/permanent resident between the ages of 15 and 30.

Be inspired, and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be part of one of the largest and most respected sport organizations in the world. Welcome to Special Olympics BC!

In this role, you will be a key member of our Fund Development team working collaboratively to enrich the lives of individuals with intellectual disabilities through sport. This role will consist of various administrative tasks to support our fundraising events and other fund development initiatives.

This role may include:

- Supporting the fund development team with administrative tasks related to fundraising events, including on-site logistics and operations support.
 - Law Enforcement Torch Run
 - SOBC Classic Golf Tournament
 - motionball Marathon of Sport
 - Sports Celebrities Festival
 - Other fundraising events that may arise
- Supporting the fund development team with administrative tasks related to our donor database, Microsoft Dynamics.
 - Entering data from various sources
 - Correcting and updating existing records

Skills and abilities required to perform duties:

- Strong attention to detail
- Good organizational, multi-tasking, and time management skills
- Sound working knowledge of the Microsoft Office suite, particularly Excel
- Ability to work independently and as part of a team
- Able to pass a Criminal Record Check
- Office experience considered an asset
- Event management experience considered an asset
- Experience with databases considered an asset
- Valid driver's license considered an asset



Salary and hours

\$20.00/hr. Temporary full-time 12-week contract beginning May 1.

This position is part of the Canadian government's Canada Summer Jobs (CSJ) program. Candidates must be between the ages of 15 and 30. The successful candidate must be a Canadian citizen, permanent resident, or person for whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Work will typically be performed Monday to Friday from 8:30 a.m. to 4:30 p.m. Some evening and weekend work may be required. Some in-office work will be required at the SOBC office in Burnaby, and at fundraising events throughout the Lower Mainland. Remote work may be approved as per Special Olympics BC's employee guidelines.

How to apply

Interested candidates are asked to submit their resume and cover letter to mishida@specialolympics.bc.ca

This posting will remain open until we have found the right individual.

***We thank all applicants for their interest in Special Olympics BC; however, only those candidates selected for an interview will be contacted. ***

About Special Olympics BC

Special Olympics BC is dedicated to empowering individuals with intellectual disabilities to enrich their lives through the power and joy of sport, and to creating inclusive communities throughout British Columbia. Through transformative programming in sports, health, education, and community building, Special Olympics is tackling the inactivity, stigma, isolation, and injustice that people with intellectual disabilities face. Join our team to make a difference!

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community. We welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, səliilwətaʔt təməxʷ (Tseil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.