



BC RUGBY — ADMINISTRATIVE COORDINATOR

Type of Position

Full-time/Temporary Employee, 37.5 hours per week.

Temporary Contract: August 24- November 27, 2026

While standard hours are in practice (9 AM - 5 PM), the employee will need to be available for key events at various times outside those hours.

Application Deadline: July 7th, 2026.

Reports to

Chief Executive Officer, Director of Operations

Location

Vancouver Office, Hybrid

Compensation

\$4,200.00 a month. Paid semi-monthly.

Role Summary

The Administrative Coordinator plays a key role in supporting the daily operations of BC Rugby by providing administrative, organizational, and customer service support across the organization. This position serves as a central point of contact for members, clubs, stakeholders, staff, and volunteers, ensuring efficient administration of programs, events, competitions, and organizational activities. The Administrative Coordinator helps maintain high standards of service delivery while supporting BC Rugby's mission to grow, develop, and promote rugby throughout British Columbia.

Key Responsibilities

Administration & Office Support

- Provide day to day administrative support to BC Rugby staff and departments.
- Manage incoming emails, phone calls, and general inquiries.
- Coordinate meeting schedules, prepare agendas, and distribute meeting materials.
- Record and distribute meeting minutes as required.



- Maintain electronic and physical filing systems and organizational records.
- Assist with document preparation, data entry, and correspondence.

Membership & Club Services

- Support membership registration processes and database management.
- Respond to member, club, and participant inquiries.
- Assist clubs with registration, compliance, and administrative requirements.
- Maintain accurate membership and stakeholder records.

Events & Competition Support

- Assist in the planning and administration of tournaments, championships, clinics, and special events.
- Coordinate logistics including registrations, communications, travel arrangements, and event documentation.
- Support competition administration and reporting requirements.
- Assist with volunteer coordination and event staffing needs.

Finance & Reporting Support

- Process invoices, expense claims, and purchase requests.
- Support financial tracking and record keeping.
- Assist with grant administration and reporting requirements.
- Prepare reports and summaries for staff, committees, and funding partners

Governance & Organizational Support

- Provide administrative support to committees, working groups, and the Board of Directors.
- Assist with policy documentation, governance records, and compliance requirements.
- Support annual meetings, elections, and organizational reporting processes.

Skills and Experience

Experience

- Completed or in progress diploma or degree in Business Administration, Sport Management, Communications, or a related field, or equivalent experience.
- Minimum 2 years of administrative/office coordination experience.
- Experience working in a sport organization, nonprofit, or membership-based environment is considered an asset.
- Experience using QuickBooks Online, Microsoft 365 suite, and

Skills



- **Communication:** Strong verbal and written communication skills with the ability to engage professionally with members, clubs, volunteers, staff, and external stakeholders.
- **Relationship Building:** Ability to develop and maintain positive, collaborative relationships across a diverse sport community.
- **Customer Service:** Commitment to providing responsive, solution focused support while delivering a high standard of service.
- **Adaptability and Problem Solving:** Ability to manage competing priorities, respond to changing circumstances, and resolve issues effectively in a fast-paced environment.

Employee Entitlements

Statutory holidays, sick leave, and professional development support as per BC Rugby employment policy.

Employment Requirements

Must be entitled to work in Canada

Must be able to complete a Criminal Record and Vulnerable Sector Check.

EDI Commitment

BC Rugby is an equal opportunity employer committed to fostering an inclusive, accessible, and respectful workplace that reflects the diversity of the communities we serve. We encourage applicants of all backgrounds to apply.