



Position: Events & Office Assistant

Background: British Columbia Deaf Sports Federation (BCDSF) provides various sports related funding and programs for Deaf and Hard of Hearing athletes in British Columbia. We are looking to hire an assistant to support our events and office efforts.

Length of position: 14 weeks (Monday May 26th to Friday August 29th). May include shifts during evenings and weekends.

Job Description:

1. Coordinating and promoting selected events
2. Assist the Office Administrator and the board of directors with assigned duties
3. Help develop proposals and identifying new opportunities for program expansion
4. Help seek sponsorships and promoting awareness of BCDSF

Requirements and Qualifications:

1. Advanced computer skills including MS office and database skills
2. Ability to work independently and as part of a team with minimal supervision
3. Experience in event planning or organization an asset
4. Ability to do multiple tasks under pressure and meet deadlines
5. Ability to maintain confidentiality and demonstrated positive attitude
6. Knowledge of American Sign Language an asset
7. Knowledge of Deaf Sports/Culture an asset
8. Knowledge of working with volunteers an asset
9. Between the ages of 19 and 30
10. Registered as a full-time student and will return to school full time in Fall 2014

Send Cover letter and resume:

- 1) Fax: 604-526-5010
- 2) Email: info@bcdeafsports.bc.ca with subject line: Summer Job
- 3) Mail: BC Deaf Sports Federation
c/o 2014 Summer Job
#4 – 320 Columbia Street
New Westminster, BC V3L 1A6

Closing date: May 2nd 2014