



BRITISH COLUMBIA DEAF SPORTS FEDERATION

JOB DESCRIPTION

Position Title: Events & Office Assistant

ABOUT BC DEAF SPORTS

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.

POSITION LENGTH

35 hours a week for 14 weeks starting on Monday May 25th, 2015. May include shifts during evenings and weekends.

DUTIES AND RESPONSIBILITIES

- Coordinating and promoting selected events
- Assist the Office Administrator and board of directors with assigned duties
- Help develop proposals and identifying new opportunities for program expansion
- Help seek sponsorship and promoting awareness of BCDSF

REQUIREMENTS AND QUALIFICATIONS

- Computer skills including MS office and database skills
- Ability to work independently and as part of a team with minimal supervision
- Experience in event planning or organization is an asset
- Ability to do multiple tasks under pressure and meet deadlines
- Ability to maintain confidentiality and demonstrated positive attitude
- Knowledge of American Sign Language an asset
- Knowledge of Deaf Sports/Culture an asset
- Knowledge of working with volunteers an asset
- Between the ages of 19 and 30
- Registered as a full-time student and will return to school full time in Fall 2015

SEND A COVER LETTER AND RESUME BY:

1. Email: info@bcdeafsports.bc.ca with subject line: Summer Job
2. Fax: 604-526-5010
3. Mail: BC Deaf Sports Federation
c/o 2015 Summer Job
#4 – 320 Columbia Street
New Westminster, BC V3L 1A6

Closing date: May 1st 2015

