BRITISH COLUMBIA DEAF SPORTS FEDERATION

JOB DESCRIPTION

Position Title: Event & 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, fundraising and office efforts.

POSITION LENGTH
35 hours a week for up to 14 weeks starting after Monday, May 23, 2016. May include shifts during evenings and weekends.

DUTIES AND RESPONSIBILITIES

- Support the coordination and promotion of selected events
- Assist volunteers in fundraising efforts for athletes
- Assist the Office Administrator and board of directors with assigned duties
- 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 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 15 and 30
- Registered as a full-time student and will return to school full time in Fall 2016

SEND A COVER LETTER AND RESUME BY:

1. Email: info@bcdeafsports.bc.ca with subject line: Summer Job 2016

2. Fax: 604-526-5010

3. Mail: BC Deaf Sports Federation
   c/o 2016 Summer Job
   #4 – 320 Columbia Street
   New Westminster, BC V3L 1A6

Closing date: May 16, 2016

BRITISH COLUMBIA