



KIDSPORT GREATER VICTORIA



GREATER VICTORIA

Posting Date: April 27, 2021

Closing Date: May 10, 2021

Position: Summer Administrative Support – Communications, Grants and Events

Hours of Work: 30 hours per week; some flexibility in terms of daily hours

Contract Period: June - August 2021 (9 weeks)

Location of Work: primarily from home; office location 1941B Lee Ave Victoria BC

Compensation: \$16.40/hour; 270 hours total

KidSport Greater Victoria is a registered not for profit organization whose goal is to ensure that kids from families facing financial barriers and under-represented children have opportunity to participate in organized sport and physical activity. Sport and physical activity provide opportunities for children to learn team work, fair play, dedication and commitment, all while increasing their sense of self-esteem and acquiring lifelong social and fundamental movement skills.

KidSport Victoria is a fundraising organization that primarily raises money to distribute grants to cover sport registration fees for local kids; all funds raised locally are distributed locally. The challenges of the pandemic have motivated our organization to work outside our typical model at times, through innovative additional projects to support the community in response to increased need as well as impact on traditional sports opportunities.

We are a licensed local chapter of the Registered Canadian Amateur Athletic Association KidSport Canada, and one of the largest KidSport chapters in the country, annually reaching up to 1400 local kids with help.

QUALIFICATIONS / SKILLS AND ABILITIES

Per Canada Summer Jobs Funding rules, applicants must be between the ages of 18 and 30 years.

We are seeking a reliable support person, with experience in office / administrative environments, strong communications and computer skills, excellent organizational skills, high attention to detail, and an ability and willingness to speak directly with donors, potential supporters, parents and sport organizations. An ability to work relatively independently as a result of ongoing pandemic conditions, and virtually, will be a priority.

Applicants must demonstrate excellent written and verbal communication skills, strong computer know-how, database and social media experience, pleasant telephone manner and ability to work with other

volunteers and staff, primarily virtually at this time. Past experience coordinating / planning / delivering special events is a benefit.

KEY DUTIES / RESPONSIBILITIES

Specific duties will include both the fundraising and funds-distribution sides of our organization. Sample tasks will include, but are not limited to: special projects and research; special event preparation, organization, and attendance; assistance with grant writing; response to telephone and email inquiries; data entry; screening of applications for eligibility; monthly mail out coordination. The successful candidate will be required to complete a Criminal Record Check and Non-Disclosure Agreement.

BENEFITS

- Being part of a dynamic organization that serves youth and families facing financial barriers
- Opportunity to learn new things and take on increasing responsibility
- Ongoing training, relevant to the task assignment
- Exposure to varied and diverse tasks and experiences
- Mentorship and recognition by Executive Director and KidSport Board of Directors
- Rewarding work within a professional environment
- Friendly well equipped work environment

CLOSING DATE

Please submit a cover letter and current resume to jillshaw@kidsportvictoria.ca at KidSport Greater Victoria, with subject line “Communications, Grants and Event Support Position”.