



KIDSPORT GREATER VICTORIA



GREATER VICTORIA

Posting Date: April 22, 2024

Closing Date: May 11, 2024

Position: Summer Administrative Support – Communications, Grants and Events

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

Contract Period: early June – early August 2024 (9 weeks total)

Location of Work: remote from home and/or office location 1941B Lee Ave Victoria BC

Compensation: \$19.00/hour; 270 hours total

KidSport Greater Victoria is a Capital Regional District-serving organization whose goal is to ensure that kids from families facing financial barriers and under-represented children have opportunity to participate in organized sport. Sport and physical activity provide opportunities for children to learn long-lasting lessons related to teamwork, fair play, dedication and commitment, all while increasing resilience, their sense of self-esteem, and acquiring lifelong social and fundamental movement skills.

KidSport Greater Victoria is a fundraising organization with a need to raise roughly over \$500,000 annually to support our core work: distributing grants to cover season-of-sport registration fees for local kids living in financial need; all funds raised locally are distributed locally.

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. Over the last 23 years we have proudly reached over 16,100 local kids with season-of-sport registration fees totalling over \$4,100,000.

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, event-related experience, 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.

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 both independently and with other volunteers and staff, including remotely. Past experience coordinating / planning / delivering special events is a benefit.

A valid driver's license and access to a vehicle is preferred; some evening/weekend work may be required in order to support special events and projects.

KEY DUTIES / RESPONSIBILITIES

Specific duties will include both the fundraising and funds-distribution sides of our organization. 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 Greater Victoria 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".