

TITLE OF POSITION: EVENT COORDINATOR, MEMBERSHIP & SUPPORT SERVICES

Primary: This role is to lead and organize all Tennis BC Events with secondary responsibility for membership coordination and organizational support. The position is a full-time salaried position and requires seasonal variations in workload.

SCOPE OF RESPONSIBILITIES

General: To work in close conjunction with the Player Development Director and the CEO to provide support for various Tennis BC events, Tennis BC membership and associated activities.

1. Tournament Coordinator and Director
 - a. Organize and direct Tennis BC's events annually. Tennis BC hosts and operates approximately 11 (subject to change) events annually on member club property which the coordinator will be responsible for planning, organizing and operating.
 - b. Liaise with stakeholders to support approximately all tournaments that Tennis BC hosts annually including developing creating training materials, soliciting feedback, using measurement tools to ensure consistency.
 - c. Coordinate with the High-Performance director to provide advance administrative support, prepare documentation, order and organize materials, coordinate volunteers and marketing materials, provide on site support during the event as required, complete follow up surveys and wrap up materials.
2. Membership Coordinator Support
 - a. To support the membership director in the following: coordinate annual membership renewals; respond to member requests, questions and inquiries; follow Annual General Meeting process documents and membership data
3. CEO Support
 - a. Provide administrative support to the CEO: organization of board meetings, AGM, communications, document filing and organization, HR programs, marketing materials preparation, Tennis Canada documents, travel and general administrative duties
 - b. Ensure ongoing TBC funding and reporting deadlines are met and assist or lead in the preparation of these reports.
 - c. Ensure ongoing communication with members and member clubs through the CEO
 - d. Ensure certain marketing functions are coordinated, monitored and updated i.e. website, press releases, newsletters,

SKILLS REQUIRED

1. Strong computer skills in word and excel spreadsheets
2. Strong administration skills in working with budgets, documentation and filing, preparation and planning of events
3. An ability to provide a vision for program development and excellence
4. Positive, clear and energetic communication skills in handling players, sponsors, municipal officials, and the network of event partners
5. Ability to work independently and in a team environment with a strong commitment to providing support even outside of job description requirements. This is a team support role and the ability to work in a team setting is critical.
6. Understanding of the basics of tennis or event support

JOB SPECIFICS

1. A salaried role with participation in the Tennis BC benefits program
2. Standard work-week is 36-40 hours, Flexibility to work from home is provided. The role will require occasionally being on site for events, weekends occasionally and being present for the Stanley Park Tennis tournament during 21 days of July event
3. Tennis BC office is closed for approximately two weeks during Christmas period which you are paid for and for all stat holidays
4. Three weeks vacation annually