

TITLE OF POSITION: ADMINISTRATION, MEMBERSHIP & COMMUNITY SUPPORT

This role is an administrative role reporting directly to the CEO combining membership coordination and communications, CEO support and community programming 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 CEO and Director of Community to provide support with various Tennis BC administrative duties, club and member support as well as support of various community events that Tennis BC holds annually

1. Membership Support
 - a. Prepare the annual membership documents and communicate directly with member clubs and individuals as needed during renewals.
 - b. Answer member questions and provide support and ongoing membership communications throughout the course of the year
 - c. Prepare necessary CEO and board materials on membership statistics as needed, AGM preparation and support
 - d. Telephone and member visit communications as needed
 - e. Data base management, excel spreadsheet preparation, data compilation and entry
 - f. Organize and prepare forward thinking plans to engage membership, drive member benefits, reorganize membership bi-laws and creatively plan future positive changes
2. Community Participation Support
 - a. Liaise with stakeholders to assist in the events that Tennis BC hosts or supports annually.
 - b. Provide advance administrative support to the director of community, prepare documentation, order and organize materials and provide on site support during the event as required
 - c. Assist in the preparation of grant applications and reporting statistics
 - d. Support the coordination of the Schools Tennis Programs, liaise with schools, schedule coaches, administration of the programs
 - e. Support administration for coaching certification data base management
 - f. Support administration for Tennis BC leagues

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, annual awards and celebratio
- 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, partners and member clubs through the CEO

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. Positive, clear and energetic communication skills in handling players, sponsors, municipal officials, and the network of event partners
4. 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.
5. 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. The role will require occasionally being on site for events, occasional weekend work and being present for the Stanley Park Tennis tournament during 21 days of July event