



TITLE OF POSITION: DIRECTOR OF ADMINISTRATION AND MEMBERSHIP SERVICES

Tennis BC is the provincial governing body for tennis in British Columbia. As a not-for-profit organization, we are a volunteer-led organization that delivers programs to support the growth and development of athletes, coaches, officials, clubs and events across the province.

OVERVIEW

The Director of Administration and Membership Services is a service-oriented position that is at the core of management organization. Reporting to the Executive Director, they provide administrative support to the organization in all administrative aspects and are also responsible for heading up our membership services program.

CORE RESPONSIBILITIES

- Coordinate overall administrative activities, office operations and procedures
- Coordinating and scheduling meetings and appointments for Board and Staff
- Preparing, circulating, and managing materials for Board meetings (including the Annual General Meeting)
- Record minutes at all Tennis BC Board meetings (meetings currently done virtually), and distribute minutes accordingly afterwards
- Maintaining confidentiality of sensitive and protected information
- Maintaining the virtual office and Microsoft Office 365 (including SharePoint) based filing system by developing and maintaining procedures for retention, protection, retrieval, transfer, and disposal of records
- Assisting with reports, presentations, composing correspondence and drafting documents for review by the Executive Director and others
- Respond to all general incoming calls and correspondence and general inquiries from members and the public
- Provide support and guidance to members (clubs and individuals) of the organization and the general public
- Prepare and execute the Tennis BC membership registration process annually, and monitor and update the process as necessary
- Work with Tennis Canada to manage and maintain the membership database, and provide input on necessary updates to the membership registration program or process
- Perform administrative duties related to Tennis BC programs and services

SKILLS REQUIRED

- Strong administration skills



- Strong computer skills with word, excel, and web-based platforms
- Ability to learn, manage, and adapt as necessary (with assistance from Tennis Canada) the membership registration system
- Strong, positive, clear and energetic communication skills (written/oral) in dealing with Tennis BC members and member clubs
- Ability to work both independently and in a team environment.
- Follows through consistently on work commitments and stops at nothing to deliver exceptional results
- Ability to operate under a flexible schedule, willingness to work some weekends in exchange for time off during the regular work week
- Demonstrated ability to adapt to new technologies
- Ability to multi-task in an environment of assisting multiple team members with their program administrative needs
- Superior organizational skills in planning and completing projects within set deadlines; high attention to detail and accuracy
- Knowledge/experience in the Canadian Sport system is considered an asset

JOB SPECIFICS

1. This is a full time employment role
2. While Tennis BC currently does not have a physical office, the plan is to have a small office for staff to work out of in a hybrid manner in the future. At such time, this role would also require working in a hybrid fashion from there.

APPLICATION DETAILS

Tennis BC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, family status or disability.

Please forward resume and cover letter to info@tennisbc.org by December 12, 2022.