



BC Taekwondo Federation

2900 Lonsdale Avenue, North Vancouver, B.C. V7N 4K7

Administrative Assistant for Taekwondo BC

Taekwondo BC is currently seeking a detail orientated, enthusiastic and committed individual with excellent management, planning, organizational, and interpersonal skills to serve as Administrative Assistant.

Start date: 2 July, 2015

Deadline for applications: 15 June 2015

Reporting Relationship: Reports to Sec. General & Board of Directors

The successful candidate will have:

- Exceptional written and verbal communication skills
- Excellent relationship-building skills
- Ability to develop and maintain relationships with existing and potential sponsorship partners
- Ability to produce reports in a timely manner
- Ability to lead and manage committees
- Ability to proactively initiate and prioritise tasks and organise a diverse workload, taking into consideration priorities, deadlines, and outcomes
- Very strong communication and mediation skills
- Working knowledge of social media

Taekwondo BC is a not-for-profit society governed by a volunteer board of directors and officers.

The successful candidate will work out of a designated Taekwondo BC office (home office or rented) and work closely with the Secretary General and Board of Directors.

Requests for additional information and applications with a resume and a minimum of 2 references should be submitted electronically to the address below by 15 June 2015:

masterthornton@wookimsurrey.com

Salary is \$15,000 per year. Expected hours of work will be an average of 4 hours per day, Monday to Friday. The successful candidate will begin work on 2 July under the guidance of the Secretary General.

Deadline for application is 15 June; however, the posting will remain open until the position is filled. Successful potential candidates will be contacted for an interview.

There will be a six-month probationary period.

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Administrative Assistant Job Description

Will aid in the Supervision of Taekwondo BC events; works cooperatively with BC Team coaches, BC Team manager, Tournament Director, and others, to ensure all facilities, equipment, travel logistics, documentation, and any other logistics necessary are secured for BC Team training, BC Team travel to Nationals, BC Team Squad Selection Tournament, Provincial Championships, Taekwondo BC Annual General Meeting, and National Championships when Taekwondo BC is hosting.

Attends required Taekwondo BC meetings, such as Executive and other committee meetings as required.

Works closely with ViaSport to ensure Taekwondo BC is in compliance with all reporting requirements.

Keeps an accurate record of members

Acts as Taekwondo BC's liaison with various government bodies, Taekwondo Canada and the World Taekwondo Federation.

Ensures the necessary insurance, loss prevention, and disclosure waivers are in place to protect Taekwondo BC.

Will be responsible for processing and submitting Black Belt applications to Kukkiwon or Taekwondo Canada.

Development Duties

Work with the Taekwondo BC Technical committee to implement the Canada Sport for Life (CS4L) model and the Long-Term Athletic Development (LTD) model for Taekwondo BC.

Help Work with the Taekwondo BC Coaching committee to implement the National Coaching Certification Program (NCCP) into all regions of the province

Liaise with Taekwondo Canada as required regarding LTD and NCCP

Coordinate the training of Taekwondo BC Learning facilitators and evaluators in conjunction with the Coaching Committee and Taekwondo Canada

Work with the High Performance committees on athlete funding and support programs such as BC Athlete Assistance & Canadian Sport Institute Pacific carding

Communication & Marketing

Help organise, promote, and attend tournaments and events

Maintenance of the social media communication plans; this includes regular updates to the website, Facebook, e-newsletter, and Twitter feeds.

Assist with marketing, promotion, fundraising, and sponsorship

Facilitate and attend relevant committee meetings