



Position Description

Administrative Assistant

General Description

Ultimate Canada, the national sport organization for the sport of Ultimate, is looking for an Administrative Assistant.

The Administrative Assistant is responsible for supporting Ultimate Canada's operations. The position reports to the Ultimate Canada Executive Director.

Duties

- General administration duties and support in areas such as scheduling, meetings, filing, and archiving
- Support relations with Provincial and Territorial Sport Organizations
- Maintain volunteer, coach, and national team athlete databases
- Collect and store forms for staff, volunteers, and participants
- Support the development of reports and guidebooks
- Assist with budget closeouts and addressing accounts receivables and payables
- Conduct research on policies, programs, and initiatives
- Assist in submitting applications and annual filings
- Support the executive director with other duties and projects as they arise

Skills

The successful candidate will possess the following mandatory qualifications:

- High school diploma
- Experience with the following software programs: Microsoft Word and Excel
- Proficiency with Google Drive programs
- Strong communication and interpersonal skills
- Ability to organize work and to multi-task
- Ability to work independently and with others
- Strong verbal and written communication skills
- Strong analytical and problem-solving skills
- Good attention to detail
- Ability to collaborate with staff and stakeholders
- Ability to adapt to a flexible work schedule including some evenings and weekends

The following assets are considered desirable but are not required:

- Ability to communicate effectively verbally and in writing in both official languages
- Bachelor's degree / Diploma and/or several years experience in sports administration or office administration
- Experience with QuickBooks



Additional Information

Requirements: Must currently be legally entitled to work in Canada

Hours: 10-20 hours/week

Term: Permanent full-time position beginning February 18, 2025, or earlier

Location: Victoria, BC preferred but can be fully remote

Pay rate: \$20-25/hour

Type of position: Part-Time

Application Process

Interested applicants are asked to submit their resume and cover letter to employment@canadianultimate.com by February 10th, 2025.

Please note, only those selected for an interview will be contacted.

Ultimate Canada 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, sex, sexual orientation, gender identity, gender expression, record of offences, age, marital status, family status, or disability. We strongly encourage people from underrepresented or marginalized groups to apply.

Ultimate Canada welcomes and encourages applications from First Nations, Metis, and Inuit peoples, racialized persons, persons with disabilities, women, and/or 2SLGBTQ+.
Accommodation is available on request for candidates taking part in all aspects of the selection process.