



BC Amateur Baseball Association

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JOB POSTING:

Baseball BC is searching for a BC Girls Baseball League Coordinator

Baseball BC, located in Surrey, British Columbia, is the provincial governing body for baseball in BC and consists of 5 provincial member associations representing players, coaches, and umpires provincial wide. Baseball BC is a member of Baseball Canada the Western Canada Baseball Association and is partly funded and recognized by viaSport and the Province of BC.

General Accountability:

The BC Girls Baseball League Coordinator reports to the Director of Operations and has overall responsibility for supporting league development, and operations, serving its affiliates, and coordinating events.

Key Accountabilities:

League Coordinator accountabilities include, but are not limited to:

- The day-to-day lead and overall support on key league development, operations, and maintenance.
- Supports, develops, and supervises league scheduling, field facilities, and team and umpire communications.
- Coordinating guidelines, procedures, and rules of the league.
- Help with league promotion and enhance the engagement of stakeholders and increase awareness of the league through word of mouth, social media, email updates, answering questions, etc.
- Assists in the planning process by following the program budget for the league and ensuring balance and accuracy.
- Builds and nurtures a network of contacts and establishes and maintains effective working relationships with individual and association members, as well as committee members, staff, etc.
- Represents Baseball BC on all operational activity and correspondence regarding this league.

Qualifications and Education Requirements:

- Education and relevant experience allowing adequate organizational skills, self-discipline & motivation.
- Experience in program delivery and/or event management
- Experience as an athlete, coach or official is an asset.

Knowledge and Technical Skills:

- Knowledge and working experience with building relationships, promotion, scheduling, and managing products and people. Computer systems, website and social media administration are assets.
- Knowledge of the rules of baseball, provincial sport system, and sports industry are assets.
- Experience in project management and stakeholder engagement
- Knowledge of the principles of diversity and inclusion
- Experience in administrative operations.

Key Competencies:

- Interpersonal skills
- Relationship building
- Client service orientation
- Problem-solving
- Analytical thinking
- Excellent writing, reading, and speaking comprehension.
- High integrity, trust, and confidentiality
- Passion for baseball and a commitment to the vision and mission of Baseball BC

Working Conditions:

The League Coordinator is required to work at home, on the fly, and occasionally at the Baseball BC office as required. The incumbent must be able to work independently and will be expected to attend most or all scheduled league events.

We thank all applicants for their interest; only those selected for an interview will be contacted.

Baseball BC is an equal-opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application. Candidates with a disability requiring accommodation during the interview process should be advised.

The successful candidate must be able to work in the Lower Mainland.

If you meet the required qualifications and are interested in the position, please submit your resume and cover letter to scottm@baseball.bc.ca

Application Deadline: February 15th, 2024.

Please reference **BC Girls Baseball League Coordinator** in the subject line.

Note: All employment is conditional upon meeting the qualifications of the job and completing and obtaining a satisfactory background check, including employment references and criminal records checks (for which a pardon has not been granted).