



BC Amateur Baseball Association

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Baseball BC, the Provincial Sport Organization, and its members, are looking to add to the staff complement and are currently accepting applications for the following position.

Grass Roots Coordinator

This 1 year contract position will require a flexible full time commitment from the successful candidate and may be considered to be extended permanently for the right person upon completion of the contract term.

If you are a self-motivated person who has the ability to work well in both a supervised and self-directed professional environment and one who has some experience in amateur or youth sport administration please read on and see if this may be an opportunity you wish to take advantage of.

This role will be best served with the following skill set and background...

- A high energy person with an amateur or youth sport administration background
- Ability to work both independently and under supervision
- A high level commitment to service for our members and volunteers
- Some experience in supporting a volunteer Board of Directors
- An understanding of the current sport structure in the province of BC
- The ability to multi task
- Computer Literate with the following programs (Word, Excel, Outlook, PowerPoint and Publisher)
- Experience that includes some special events management
- Great phone etiquette in a service first environment
- Basic accounting knowledge
- Strong communication skills (both verbal and written)
- A willingness to grow with the role and take on new projects as they evolve
- An ability to contribute to future programs and needs within the baseball continuum

Compensation will be defined based on experience and skill set

If this posting interests you, please submit both a cover letter and resume to the Baseball BC office care of David Laing before **Monday March 31, 2014**