EMPLOYMENT OPPORTUNITY

The Pacific Coast Amateur Hockey Association is seeking applications for the position of an office clerical employee.

The PCAHA is a volunteer-based, non-profit sports organization responsible for administration of amateur hockey leagues for players aged 5-20 in the Lower Mainland area of British Columbia, including greater Vancouver, the Fraser Valley and surrounding areas.

This is a part time/casual position (approx. 25 hours/week) based at the PCAHA central office in Burnaby. It requires strong organizational and communication skills, ability to plan effectively, and ability to work with volunteers.

Preference will be given to candidates who have good office skills. Past and present members of any Minor Hockey Association who have appropriate skill sets are encouraged to apply.

Core Skills:
- Excellent computer skills including Microsoft Office applications
- Experience with office equipment including photocopies, scanners, etc.
- Detail-oriented with the ability to coordinate several projects/assignments at one time
- Excellent interpersonal skills and good telephone manner
- Ability to keep records, conversations and activities confidential

Key Responsibilities:
- Office and administration
- Assist in preparing presentations, posters and other documents as required
- Database management, promotion and marketing

Education and Experience:
- Minimum Grade 12 diploma
- Administrative Assistant Certificate or diploma preferred
- Microsoft Word, Excel, Powerpoint and Outlook
- 2+ years of office administration experience
- Hockey Canada Registry experience considered an asset
- Experience with recreation and sports league administration preferred

Applications will be accepted to and including Wednesday, August 25th, 2019. Please submit a letter of application and resume, including references, in confidence to Carol McGregor, 114-3993 Henning Drive, Burnaby, B.C. V3Y 2L4, email: cmcgregor@pcaha.ca.