



Job Title: Office Administrator

Location: 1701 Lerwick Road, Courtenay, B.C.

Hours:

20-40 hours per week, Monday through Friday with flexibility to accommodate occasional evening or weekend needs.

About Our Organization:

Comox Valley United Soccer Club (CVUSC) is a nonprofit organization with deep community roots. Founded in 1999 by passionate local leaders, it united multiple youth and adult soccer groups across the Comox Valley. Twenty-five years later, CVUSC remains a respected club within the community and BC Soccer. In the past decade, it has grown to over 1,600 members and 50 teams, reflecting its ongoing success and impact.

Job Description:

We're looking for a highly organized and proactive office administrator to help us manage daily operations. In this role, you'll serve as the backbone of our team, coordinating administrative activities, streamlining workflows, and creating an inviting, efficient workspace. If you're someone who thrives in a dynamic setting and takes pride in fostering a positive and inclusive atmosphere, we'd love to hear from you.

Job Responsibilities and Tasks:

- Primary office contact;
- Oversee and coordinate the day-to-day office operations ensuring seamless in-person and remote workflows;
- Club Registrar;
- Field Scheduler – book fields, assign games, working closely with the district and club referee scheduler;



- Conduct the ongoing business activities of the CVUSC in regard to contact with community stakeholders, community partners, governing bodies, coaches, staff, volunteers and the Board of Directors for the club;
- Maintain accurate records, including invoices, contracts, and employee documentation;
- Bookkeeping and payroll;
- Develop and implement systems to improve administrative efficiency and communication.

Skills and Qualifications:

- Proven experience in office administration, executive assistance, or related roles;
- Exceptional organizational skills and the ability to manage multiple priorities effectively and independently;
- Proficiency in office tools and software, including Microsoft Office Suite, Google Workspace, and SAGE 50 Accounting;
- Excellent verbal and written communication skills;
- A proactive mindset with a strong focus on inclusivity and creating a positive team culture;
- Ability to adapt to changing priorities while maintaining attention to detail;
- A high school diploma or equivalent is required; an associate or bachelor's degree in a related field is preferred.

Compensation:

Salary: \$22-\$25 per hour, based on experience and qualifications. Expected start date is April 1, 2025.

Application Information:

CVUSC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic. This policy applies to all employment practices within our organization and is a cornerstone of all of our soccer programs. Whether it be in the office or on the field CVUSC



believes that each individual should be celebrated for who they are and be safe in all areas of their activities.

Ready to join an organization that values your skills? Apply now to become part of our dynamic team. Submit your application via email to jobs@cvusc.org, including your resume and cover letter, by **February 28th 2025**. Selected candidates will be contacted for an initial interview, with additional steps as needed.

Please note that a clean and valid Criminal Record Check prior to start date is mandatory.