



Administrative Assistant

Reports to: Executive Director | **Status:** 0.8 FTE | **Compensation:** \$26.00 to \$29.00 per hour. | **Location:** In office

About Boating BC

Boating BC Association supports British Columbia's recreational boating industry and produces the Vancouver International Boat Show and the Fall In-Water Boat Show. We are a small, collaborative team that works closely with members, partners, suppliers, exhibitors, and the public.

Role Summary

The Administrative Assistant keeps the Boating BC office organized, responsive, and running smoothly. The role provides day-to-day administrative support to the Executive Director and the Association, serves as a helpful first point of contact for members and the public, maintains accurate records, and supports basic financial administration. The position also assists with Board activities, membership administration, communications, and major events throughout the year.

Key Responsibilities

- Provide day-to-day administrative support to the Executive Director and Boating BC team, including correspondence, scheduling, meeting coordination, document preparation, filing, data entry, and records management.
- Serve as a welcoming and responsive first point of contact for members, prospective members, partners, suppliers, and the public, ensuring inquiries are answered or directed appropriately.
- Support membership administration and relationships, including applications, renewals, onboarding, account updates, member communications, program inquiries, and follow-up.
- Maintain accurate membership, partner, supplier, event, and organizational records, along with administrative systems, templates, contact lists, and office procedures.
- Provide administrative support for Board and committee meetings, including scheduling, agendas, document packages, attendance records, and meeting notes or minutes as requested.
- Support Boating BC's external bookkeeper as needed by gathering and organizing financial documents, forwarding invoices and payment information, maintaining supporting records, and responding to routine requests.
- Coordinate routine office needs, including supplies, mail, couriers, service providers, shared calendars, and meeting arrangements.
- Assist with the Member Savings Program and basic communications activities, including member emails, newsletters, website updates, social media, surveys, and promotional materials.
- Support Boating BC events, including the Vancouver International Boat Show, Fall In-Water Boat Show, annual conference, trade shows, and member meetings, by assisting with registration, materials, logistics, customer service, and follow-up.
- Perform other duties that reasonably support Boating BC's operations and priorities.

Required Qualifications

- Three to Five years of office administration or administrative support experience.
- Advanced working knowledge of Microsoft Office, including Outlook, Word, Excel, PowerPoint, and Teams.
- Strong customer service skills and experience responding to clients, members, customers, or the public by phone and email.
- Clear and professional written and verbal communication skills.
- Strong organization and time management skills, with the ability to manage competing priorities and meet deadlines.
- High attention to detail and accuracy when working with documents, records, contact information, and financial information.
- Sound judgment and discretion when handling confidential or sensitive information.
- Comfort working independently, taking initiative, and contributing as part of a small team.

Preferred Qualifications

- Experience in the marine, boating, association, membership, or not-for-profit sector.
- Familiarity with QuickBooks Online and basic accounts payable, accounts receivable, and invoicing processes would be an asset.
- Experience supporting large events, conferences, trade shows, or exhibitions.
- Experience supporting marketing and communications activities, such as email campaigns, social media, website updates, or basic content preparation.

Working Conditions

- This is an in-office position based at Boating BC's Richmond office. Free parking is available, and public transit stops at the building.
- The position is 30 hours per week. The preferred schedule is four days per week, with Fridays normally off; however, alternate arrangements for completing the 30 hours may be considered based on the successful candidate's needs and operational requirements.
- During major events and peak periods, occasional schedule adjustments, additional hours, evening or weekend work, and work at event locations in the Greater Vancouver area may be required.