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1-250-514-7518
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www.RFABC.com

NOW HIRING!

ADMINISTRATIVE COORDINATOR (Half-Time Contract)

Work from Home | Flexible Hours | Make a Difference in BC's Recreation Sector

The **Recreation Facilities Association of British Columbia (RFABC)** is on the lookout for a motivated and detail-loving **Administrative Coordinator** to join our small (but mighty!) team. This is a **6-month, half-time contract** with lots of flexibility—perfect for someone who enjoys independent work, values work-life balance, and is looking to build or deepen their connection to the recreation industry in B.C.

Since 1948, RFABC has supported recreation facility professionals across the province with training, resources, and a strong community. From arenas to aquatics, building services to parks, we help keep communities running smoothly, safely, and actively.

In this role, you'll be the organizational wizard behind the scenes—supporting our education and communications teams, helping plan courses, events, liaising with members, and keeping our operations running like a well-oiled Zamboni.

Why You'll Love Working with Us:

- **Work from home** with **flexible hours** that fit your schedule
- Be part of a **fun, hardworking, supportive team** that truly values collaboration
- Great opportunity to **gain experience and industry knowledge** in B.C.'s recreation sector
- Connect with professionals and communities across the province

What We're Looking For:

- High School Diploma (minimum)
- 2+ years of administrative experience
- Tech-savvy and comfortable with Office 365 and learning new platforms
- Strong written & verbal communication skills
- Super organized with a keen eye for detail
- Able to manage multiple tasks and meet deadlines independently
- Proactive and self-motivated, takes initiative without taking direction
- Critical thinker with strong problem-solving skill
- Experience with non-profits or volunteer-driven organizations is a plus
- Always looking for ways to improve systems, streamline processes, and boost efficiency
- Bring fresh ideas to the table and isn't afraid to suggest better ways of doing things
- Willingness to occasionally work evenings/weekends
- Class 5 driver's license and able to lift to 25 lbs

This is a remote position—you'll need a reliable internet connection, your own computer, and a quiet workspace.

Compensation:
$27.50/hour for 18.5 hours per week

Ready to apply?
Learn more about our Association at www.rfabc.com.
Submit your resume and cover letter to **Dwayne Kalynchuk, Executive Director**, at **dwayne@rfabc.com** **by June 24th**. Questions? Give Dwayne a call at 1-250-514-7518.