

May 1, 2018

**Temporary, Full-time Summer Student Position:  
Membership and Program Administrative Assistant (June - August)**

**Horse Council British Columbia** is the provincial equine sport organization in BC, a membership-driven not-for-profit association with a membership exceeding 23,000. We collaborates with business, industry and government on behalf of equine welfare, sports, recreation and the individual rider/driver.

**Core Values:** To work together to serve the interests of our members in a positive collaborative way. While being responsible, respectful, positive, creative, accountable and competent.

**The Position**

This is a full-time Monday - Friday position working out of the Aldergrove office for the summer months. As the Administrative Assistant, you will be responsible to assist with member services, and various program support work for coaching, recreation and competition support and vacation relief. The job will be primarily computer work, phones, with some filing and mail outs possible. There will be lots to learn in a friendly relaxed but professional office environment. There is a willingness to allow for a week or two unpaid vacation during the work term to make time for some summer fun if requested.

Wage: \$14.00

Hours per week: 40

**Our Ideal Candidate**

Will be a post-secondary student studying sport administration, business administration, equine or agricultural related studies. As the Administrative Assistant, you will be responsible to assist with member services, and various program support work for coaching, recreation and competition support.

**The Ideal Candidate will possess the following skills and attributes:**

- Strong computer skills in Microsoft Office
- Excellent communication skills
- Team player with positive attitude
- Responsible and detail oriented
- Able to multitask and get work completed in a busy environment
- Organized, and able to problem solve effectively
- Meet the eligibility requirements of the Canada Summer Jobs program below

**Key Job Responsibilities:**

- Assist with answering busy phone board
- Relief for membership service front desk
- Perform general administrative work, mail outs and data entry



- Updating of website content
- Assisting with data collection and entry on special project
- Other office work as assigned

**Deadline for applications is Friday May 11, 2018, approximate start date Monday May 28, 2018** or as determined in cooperation with our successful candidate.

This position is contingent on funding through the federal government's **Canada Summer Jobs program**. As such, **applicants must comply with the following eligibility requirements:**

- Be between 15 and 30 years of age;
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act;
- Be legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.

*Successful candidates must have a Vulnerable Sectors Criminal Record Check performed by the RCMP. Job offers are contingent on the successful completion of the Criminal Records Check.*

Qualified applicants should include a cover letter and resume by email to [administration@hcbc.ca](mailto:administration@hcbc.ca) with a subject line of: "Summer Student Position" and your name.

*We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.*