



FIELD HOCKEY CANADA

Job Opportunity: Administrative Assistant

Hours: 2 days per week at 4 hours per day — Eight hours per week

Start Date: July 1, 2025

Location: Field Hockey Canada's head office at the Richmond Olympic Oval. Remote work will be considered.

Salary: \$25.00CAD/Hour

Field Hockey Canada is seeking an Administrative Assistant to provide support to the organization's growing operations. This position is based in the Vancouver Lower Mainland but serves Field Hockey across Canada.

Reporting to the Administrator, the Administrative Assistant is responsible for providing support in a range of FHC core operations and programs. This includes leading the coordination of clothing and equipment, inventory control in FHC's storage facilities, facilitating communications; and coordinating the effective and efficient operations of the administrative function of FHC. The role will support international and domestic travel and events, across all FHC programs.

Primary roles and responsibilities include:

- Distributing and tracking of clothing, equipment and all inventory items
- The management of all FHC tours will include the transportation of equipment for camps and delivery of clothing for tours so access to a vehicle will be required. This may also include supporting airport equipment drop off or pick up and/or supporting tour staff as needed.
- Ideally, the candidate will have flexibility in their availability to support during peak periods.
- Providing ongoing support and coverage for staff within the organization.

Our ideal candidate:

Will preferably have experience in an administration role, supplemented by business administration courses, or an equivalent combination of training and experience in a member services role. Our ideal candidate will also have knowledge of not-for-profit administrative functions, rules, regulations, policies and procedures applicable to the work performed in this sector, as well as the ability to make decisions in accordance with applicable departmental policies and procedures.



In addition, the candidate will demonstrate:

1. Proficiency in Microsoft Office, specifically Word, Outlook, Excel and PowerPoint; familiarity with Microsoft SharePoint;
2. Strong interpersonal and communication skills, and the ability to deal effectively and courteously with membership;
3. Team and collaboration talents;
4. A satisfactory Criminal Records Check;
5. An ability to be a self-starter, critical thinker, develop personal objectives and work with limited supervision;
6. Strong communication and prioritization skills: ability to liaise and respond to multiple member inquiries;
7. The ability to establish clear priorities and be capable of multi-tasking based on the established priorities.

Application Details

Applications for the position will be open until June 30th, 2025. To apply, please send your resume and a cover letter to Susan Ahrens at sahrens@fieldhockey.ca. You should include the names of two references in your resume.

Please note that only those selected for interview will be contacted.

About Field Hockey Canada

From grass roots to high performance, Field Hockey Canada is working to develop and strengthen field hockey across the country, and to position our National Teams for consistent podium contention.

Approximately 18,000 field hockey players across the country – 9,000 of which are a part of high school field hockey programs – dedicate themselves to the sport at all levels from community hockey to high performance. Their dedication and pursuit of excellence, along with the tireless work from coaches, officials, and all volunteers, makes for a Canadian field hockey community as strong as it has ever been.