



JOB POSTING

This position is supported by the Government of Canada through the Canada Summer Jobs Grant

POSITION TITLE	Business Development Assistant
REPORTS TO	Business Development Manager, Community Program Manager & Marketing & Communications Coordinator
COMMITMENT	30 hours/week
COMPENSATION PACKAGE	\$14/hour

ORGANIZATION SUMMARY

PISE (The Pacific Institute for Sport Excellence) opened in 2008 as the first summer sport institute in Canada and is an independent not for profit organization located on the Camosun College Interurban campus. The Institute brings together excellence in community sport and active healthy living development, sport and exercise education, sport technology research, and world-class athlete performance services. PISE, in collaboration with its partners the Canadian Sport Institute – Pacific and Camosun College, serves the community, students, high performance athletes and coaches from across the region, province and country to provide world class training, education, testing, and applied research and innovation services together within a state of the art facility.

PISE is a recognized leader in community sport and active healthy living development through the delivery of high quality programs and education to the community based on the principles of Sport for Life, including an emphasis on Physical Literacy for Youth and Active for Life principals for all adults.

POSITION SUMMARY

The Business Development Assistant will lend support to key Leadership team members and their respective area of business development, fundraising, community programming and marketing& communications, in addition to any other administrative support duties as they may arise. A vehicle or other reliable access to transportation to transport materials is required.

KEY ROLES & RESPONSIBILITIES

- Inputting data into fundraising database with prospects as well as current donors and sponsors
- Preparing and creating proposals, documents for opportunities, communications and promotional materials
- Assisting with Grant research, writing, and reports
- Representing PISE at various summer events, which often occur on weekends
- Identifying prospects and potential partners for ideas; conducting background research on companies
- Assisting in building proposals/sales decks/information documents that effectively communicate ideas to potential partners
- Tracking action items for Business Development Team
- Assisting with editing of PISE's Autumn Program Calendar and other print and on-line materials
- Market research
- Writing of stories, blogs, and social media for marketing initiatives
- Performing other Business Development and general office tasks as needed

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KNOWLEDGE, SKILLS & ABILITIES

- Ability to build strong relationship based on trust, support, and open communication
- Maintains detail orientation and professionalism in a fast paced work environment
- Exhibits strong writing, presentation development, editing, and research skills
- Possesses strong leadership and interpersonal skills
- Demonstrates drive and initiative
- Analyzes issues and resolves problems with excellent judgement and decision making skills
- Strong organizational, time management, and prioritization skills
- Ability to adapt to changing demands
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals

QUALIFICATIONS

- Current student in a sport, marketing or event management post-secondary program requiring a co-op / intern position as part of their program, returning in the Fall
- Proficient use of Microsoft Office (Outlook, Excel, PowerPoint, and Publisher) and social media
- Current Police Information Check with Vulnerable Sector Screen, or willingness to provide one prior to start of position
- Experience in fitness or recreation setting considered an asset
- Healthy lifestyle and an interest in health & wellness

AVAILABILITY

Candidate must be available to cover events on weekends.

TO APPLY

Please submit a resume and a cover letter by **midnight, May 22, 2017** to:

Amy Corkery
Human Resources & Administrative Coordinator
careers@piseworld.com

Thank you for your interest in PISE

*Please note, due to the number of resumes received,
only candidates selected for an interview will be contacted.*

Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of the four designated groups; women, persons with disabilities, Aboriginal peoples, and visible minorities.