Operations and Administrative Coordinator

About the Role

Cloverdale Minor Hockey Association (CMHA) is introducing a new role to support the growth, coordination, and professionalism of our volunteer-driven organization. This Administrative and Program Support role will enhance day-to-day operations, streamline communication, and strengthen relationships with players, families, volunteers, league partners, and the broader community. This position works closely with our association's Executive Team and plays a key role in advancing CMHA's programs and member experience.

Key Responsibilities

Operational & Administrative

- Manage daily administrative functions in collaboration with the Executive and volunteers.
- Serve as a primary point of contact for league officials, families, community partners, and volunteers.
- Oversee internal and external communications including email updates, the association website, and coordinated social media messaging.
- Track key deadlines and assist the Treasurer with documentation and financial oversight processes.
- Provide confidential and discreet support for player and family concerns, complaints, and special circumstances.
- Prepare reference letters, assist with employment networking, and support scholarship presentations.

Strategic & Organizational Support

- Represent CMHA at City of Surrey user group meetings, community events, and other external engagements.
- Liaise with PCAHA, BC Hockey, and Hockey Canada on compliance, registration, policy updates, and issue management.
- Attend PCAHA and BC Hockey meetings and AGMs as required.
- Support executive members with volunteer coordination and operational needs.
- Assist with tournament and event planning, administration, and on-site support.
- Participate in community fundraisers and association initiatives.

Community Engagement & Partnerships

- Collaborate with social media volunteers to plan and publish promotional content and campaigns.

- Maintain visual displays, awards, trophies, and legacy cabinets within association spaces.
- Identify and secure sponsorship opportunities that support CMHA programs and events.
- Build and maintain partnerships with local businesses, organizations, and community groups.

The Ideal Candidate

- Experience in program coordination, operations, and/or a related field.
- Strong administrative skills and exceptional organizational abilities.
- Experience and understanding of accounting software and processes
- Comfortable managing multiple tasks and priorities in a fast-paced, evolving environment.
- Experience working within not-for-profit and volunteer-led organizations.
- Proficiency with digital tools (email, spreadsheets, online forms, scheduling software, and social media platforms).
- Experience in youth sports administration is an asset.
- Knowledge of Hockey Canada, BC Hockey, and PCAHA systems and procedures.
- Understanding of Safe Sport policies and risk management practices.
- Experience with sponsorships, partnerships, or fundraising activities.
- A genuine passion for hockey and community sport.
- Is not a member of Cloverdale Minor Hockey
- Would work as an independent contractor hired by CMHA

Compensation:
The compensation for this position is **$50,000 – $70,000 annually**, with eligibility for **performance-based incentives**. Compensation will reflect the experience and qualifications of the successful candidate.

Hours of Work:
This role is based on an average of a 40-hour week, **with variable hours**. Flexibility is required to support occasional **evening and weekend** commitments related to tournaments, events, meetings, and peak operational periods.

Work Location:
This position is primarily **remote**, with work performed from home. Candidates must reside **within one hour** of CMHA activity locations to support on-site responsibilities, meetings, and community events as required.

How to Apply

Please email applications to president@cloverdaleminorhockey.com and vpadmin@cloverdaleminorhockey.com