

Facility & Office Coordinator

Location: Quesnel Youth Soccer Association (potential for hybrid work model)

Position Type: Part-time, 15-25 hours per week average

Key Responsibilities

Financial Management:

- Enter payables and receivables into Sage, including daily payments related to registrations, rentals, and merchandise.
- Collect payments and manage invoicing, cheque preparation, and the coordination of bank deposits.
- Process employee paychecks and manage monthly remittances via Sage.
- Manage auto-pay invoices and generate comprehensive monthly financial reports on payables, receivables, and rental income.
- Ensure adequate insurance coverage for all activities, properties, and the Board of Directors of QYSA.

Facility Maintenance:

- Coordinate line painting for both indoor and outdoor field surfaces
- Arrange and oversee snow removal with local service providers on an appropriate service timeline during winter months
- Coordinate with local waste management company to provide trash and recycling removal
- Maintain inventories of janitorial and office supplies.
- Schedule and manage facility repairs while ensuring cleanliness and safety
- Light cleaning duties of facility, as required

Facility Rentals:

- Manage booking requests and maintain the online rental calendar
- Process rental payments and provide clients with building security codes and booking confirmations, access instructions, etc.
- Draft contracts for large events or repeat bookings
- Address any issues related to damages or concerns promptly
- Keep Birthday Party Rental equipment inventory in good working order

Uniform & Equipment Management:

- Organize and manage the ordering and distribution of uniforms for Community, Strikers, and Tiny Tots programs
- Maintain an organized inventory of equipment
- Launder and organize pinnies as required

Records Management:

- Ensure proper filing and confidentiality of personnel, client, donor, and volunteer records, both electronic and paper
- Manage filing and organization of documents for QYSA team members (ie Criminal Record Checks, maintenance schedules, grants, sponsorships, facility rentals, etc)
- Record information and share with team members as it relates to their roles

Qualifications:

- A minimum of 2 years of experience in administrative support, facility management, or a related field is preferred
- Proficient in financial software (Sage preferred), Microsoft Office and Google Software
- Exceptional organizational and multitasking skills with strong attention to detail
- Excellent verbal and written communication abilities
- Capacity to work both independently and collaboratively in a team environment
- Familiarity with facility management best practices is an asset

Applicants are welcome to:

- Email their cover letter and resume to **admin@qysa.ca**
- Submit their cover letter and resume to the QYSA Facility, 980 Anderson Drive, Quesnel, BC, in person to Emily Kruger, Programs & Communications Coordinator