



**BC Lacrosse Association**  
#101-7382 Winston Street  
Burnaby, BC V5A 2G9  
P: 604.421.9755  
E: [info@bclacrosse.com](mailto:info@bclacrosse.com)

W: [www.bclacrosse.com](http://www.bclacrosse.com)  
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January 9, 2026

### Job Posting

**Position: Administrative Assistant**

**Location:** British Columbia Lacrosse Association (BCLA)

**Status:** Full-time, 6-month Contract

**Salary:** \$30/hour

**Application Deadline:** January 30th, 2026

**To Apply:** Please submit your resume to [jillkrop@bclacrosse.com](mailto:jillkrop@bclacrosse.com)

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### Position Overview:

The British Columbia Lacrosse Association (BCLA) is seeking a motivated and detail-oriented individual to join our team as an **Administrative Assistant**. This person will be in a supporting role at the BCLA office, helping organize and coordinate meetings, arrange travel, provide in-person support at events and conduct research to support organizational structural change. The ideal candidate will have strong people skills and the ability to shift between projects seamlessly.

### Key Responsibilities:

- **Provincial Championships:**  
Support the office in booking travel, organizing medals, mvp swag, office supplies, name tags etc for the Provincial Box Championships
- **Team BC Program:**  
Assist with the organization of the Team BC registration and administration processes and team travel.
- **Annual General Meeting (AGM) and Semi-Annual Meeting:**  
Support the Executive Director and Business Manager with the preparation/booking for the BCLA AGM, Semi-annual meeting, Awards dinner, and Special Sessions for the respective Directorates and Groups.
- **Clinics and Training Coordination:**  
Support the Technical Director in organizing Officials and Coaches clinics.
- **Organizational Updating:**  
Conduct research and coordinate content created by the BCLA and experts hired to review and rewrite organizational bylaws and policies.



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- **Collaboration with Lacrosse Canada:**

Assist in the travel arrangements for Annual and Semi-Annual Lacrosse Canada meetings.

Deliver and receive documents pertaining to rules and regulations, player transfers and other material as it pertains to the relationship between Lacrosse Canada and the BCLA.

**Qualifications:**

- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Excellent communication and interpersonal skills, able to work effectively with a wide range of stakeholders.
- Ability to work independently, as well as part of a team.

This role reports to the Executive Director; however, the successful candidate will work closely with all BCLA staff. This is primarily an in-office job, with very limited access to working remotely. Must be willing to work occasional weekends and evenings, as required.

**To Apply:**

Interested candidates are invited to submit their resume and cover letter to

[jillkrop@bclacrosse.com](mailto:jillkrop@bclacrosse.com) by **January 30th, 2026**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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This is an exciting opportunity to contribute to the growth and development of lacrosse in British Columbia while working in a dynamic and supportive environment. We look forward to receiving your application!