

# BCPTA Admin Coordinator – Contract Position

**British Columbia Play Therapy Association (BCPTA)**

**Position:** Administrative Coordinator

**Type:** Contract, Remote

**Hours:** Part-time, 20-25 hours per month

**Start Date:** As soon as possible

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## Who We Are

The British Columbia Play Therapy Association is a vibrant, province-wide community committed to advancing the practice of play therapy through connection, education, ethics, equity, and excellence. We are a volunteer-driven organization that values warmth, collaboration, and belonging—core principles in both our clinical work and our governance.

Our members include play therapists, counsellors, educators, and students who trust the BCPTA to provide high-quality training, professional standards, and a supportive community of practice.

We are seeking an Administrative Coordinator who embodies professionalism, responsiveness, and a heart for community-centred work, and who can help keep our operations running smoothly behind the scenes.

## About the Role

The Admin Coordinator is the central support person for our association's administrative, membership, and event systems. This role is ideal for someone who is organized, tech-savvy, proactive, and comfortable working independently in a remote environment—while also being responsive to our community's needs.

This position supports the board, committees, presenters, and members with a mix of administrative, technical, and communication tasks.

## Key Responsibilities

### Community & Administrative Support

- Respond to inquiries via [admin@bcplaytherapy.ca](mailto:admin@bcplaytherapy.ca) with clarity, timeliness, and a member-centred approach.
- Assist members with certificates, website navigation, and access to BCPTA email accounts.
- Maintain confidentiality and securely store all BCPTA documents.
- Send invoices for advertising, credentialing, vendor fees, etc.

## **Website & Systems Management**

- Maintain and update the BCPTA website (content, directory, eLearning Library, plugins).
- Coordinate member level changes and organize all “Restrict by Email” lists.
- Create simple BCPTA-branded promotional materials for events, membership, or updates.
- Troubleshoot basic technical issues and liaise with the web developer when needed.

## **Event Support**

- Set up workshop registrations through Event Espresso.
- Create LearnDash surveys, evaluations, and certificates.
- Send email announcements, reminders, and Zoom links to registrants.
- Prepare and distribute workshop materials (slides, handouts, vendor info).
- Assist with event insurance for in-person events.
- Process refunds per cancellation policy.
- After events: compile attendance, prepare certificate instructions, and upload recordings to the eLearning Library.

## **AGM & Annual Cycles**

- Prepare AGM webpage updates, agendas, and year-end reports.
- Update board and committee roles on the website.
- Refresh passwords, forwarding, and recovery information at fiscal year-end.
- Update certificate template signatures when the presidency changes.

## **Membership Administration**

- Update all membership pricing and expiration dates on May 31.
- Maintain accurate directories for BCRPT and BCRPT-S members.
- Coordinate with the membership and credentialing committees to ensure correct member levels.
- Adjust sale pricing and membership access lists as required.

## **What We Are Looking For**

### **Required**

- Strong organizational and administrative abilities
- Excellent written communication
- Tech comfort: WordPress, Zoom, basic troubleshooting, digital tools
- Ability to work independently, reliably, and with attention to detail
- Commitment to confidentiality and ethical practice

## Assets (Not Required)

- Familiarity with WordPress, LearnDash, PMPro, or Event Espresso
- Experience working with nonprofits or volunteer boards
- Background in counselling, mental health, or play therapy
- Graphic design or social media skills

## Compensation

- Contract rate: **\$35.00 / hour**
- 20-25 hours per month. Hours may vary depending on events, AGM season, and membership renewal period.

## To Apply

Please email the following to [president@bcplaytherapy.ca](mailto:president@bcplaytherapy.ca):

1. A brief cover letter
2. Your résumé
3. Two references (optional at initial application)

Applications will be reviewed on a rolling basis until the role is filled.