



Western Cape Gymnastics Association

Postal Address: P.O. Box 293 Edgemead, 7407

Tel: 060 855 7925

Email: info@wcga.co.za

www.westerncapegymnastics.com

NPO Registration: 142 – 856 NPO



JOB ADVERT

SCHOOLS ADMINISTRATIVE ASSISTANT

Job Title: Administrative Assistant, Permanent, Part Time

Location: Home Based

Reports to: SCHOOLS ADMINISTRATOR

Job Summary: The Western Cape Gymnastics Association [WCGA] is the governing body for gymnastics in the geographic bounds of the Western Cape. The WCGA Schools Administrative Assistant is responsible for assisting the Operations Manager, Participation Manager and Development Manager with regard to planning, coordinating and managing various WCGA Schools activities (including but not restricted to competitions, workshops and meetings). This may also involve working closely with all staff, technical committees, Provinces, the SAGF Executive Committee and contractors.

Specific duties include, but are not limited to:

- Coordinating event logistics and ensuring pre-event and post-event evaluations are done
- Coordinating travel and accommodation arrangements for key fraternity members to events
- General administrative tasks as required

Qualifications:

- SAGF Technical official or coach's qualification

Experience:

- Experience in administration.
- Experience in event planning and management.
- Experience with a sport or non-profit organisation would be advantageous.
- Experience/knowledge of the working processes of school sport.

Required Skill Set:

- Strong computer skills, including MS Office.
- Must have excellent interpersonal and communication skills, required to interact with people of all levels.
- Well organised with the ability to manage multiple tasks and projects concurrently, establish priorities and meet deadlines, work under pressure, follow up on correspondence in a timely manner.
- Flexibility in working hours.

How to Apply: Candidates meeting the above requirements may submit their CV and application letter outlining how they meet the specific requirements of the position by email to hello@wcga.co.za by 24 January 2020. The selected candidate will be subjected to a background check.

President: Melvin Edwards Vice President: Lunell de Blanche Treasurer: Warren Buchanan
Committee: Warren Lucas, Andre Nieuwoudt, Karl Schneeberger, Theuns Botha
The Western Cape Gymnastics Association is affiliated to the South African Gymnastics Federation (SAGF)
and the Western Cape Provincial Sport Confederation (WCPSC)





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