Administrative Coordinator Job Posting

1370 Artisans Court, Burlington, ON L7L 5Y2

Salary	**$55,000–$60,000 annually**
Hours	35 hours per week
Work arrangement	Hybrid – remote and in-office (in Burlington)

Reports to: BOMBA Board of Directors

About BOMBA

Burlington Organized Minor Baseball Association (BOMBA) is a community-focused, non-profit baseball organization dedicated to providing opportunities for players, families, coaches, and volunteers to participate in and enjoy the game of baseball.

Position Overview

BOMBA is seeking an organized, personable, and detail-oriented Administrative Coordinator to support the day-to-day operations of the organization. This role provides administrative, financial, and communication support to the Board of Directors, committees, members, and broader baseball community.

The position is approximately 35 hours per week, with flexible scheduling depending on the time of year and the demands of the baseball season. The role follows a hybrid work arrangement, combining remote work with in-office attendance in Burlington, Ontario.

Key Responsibilities

Member and Organizational Communications

- Serve as a primary administrative contact for BOMBA members, parents, coaches, volunteers, and other stakeholders.
- Respond to general inquiries through email and other communication channels.
- Prepare and distribute member communications, announcements, updates, and important notices.
- Assist with maintaining membership records and updating website.
- Support the distribution of information related to registration, programs, schedules, events, and organizational activities.

Board and Committee Administrative Support

- Provide administrative support to the Board of Directors and various Board committees.
- Assist with scheduling meetings and coordinating calendars.
- Prepare agendas, compile materials, and distribute meeting packages.
- Attend meetings as required.
- Track action items and deadlines and follow up with the committees responsible.
- Assist with maintaining organizational records, policies, procedures, and documentation.

Financial Administration

- Process accounts payable, including receiving, reviewing, coding, and preparing invoices for payment approval.
- Manage accounts receivable, including issuing invoices, tracking outstanding payments, and following up on overdue accounts.
- Assist with expense tracking, financial record keeping, and reconciliations.
- Maintain organized financial documentation and records.
- Work with the Board Treasurer, bookkeeper and other designated Board members to support financial reporting and administration.
- Ensure financial transactions and records are handled accurately and confidentially.

General Administrative Operations

- Manage general office administration and organizational correspondence.
- Maintain electronic files, records, and databases.
- Assist with the coordination of organizational events, meetings, and activities.
- Support seasonal administrative requirements and special projects.
- Identify opportunities to improve administrative processes and organizational efficiency.
- Provide general operational support to the Board and committees as needed.

Qualifications and Skills

- Previous experience in an administrative, office coordination, bookkeeping, or similar role.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Experience with accounts payable and accounts receivable.
- Proficiency with Microsoft Office, particularly Outlook, Word, and Excel.
- Experience using RAMP Registrations to manage player registration is an asset.
- Comfort working with accounting software, online platforms, and digital record-keeping systems.
- Strong attention to detail and accuracy.
- Ability to manage multiple priorities and meet deadlines.
- Ability to work independently while also collaborating with a volunteer Board and committee members.
- Professionalism, discretion, and the ability to handle confidential information.

Experience working with a non-profit organization, community sports organization, or volunteer Board of Directors would be considered an asset.

Work Schedule and Environment

- Approximately 35 hours per week.
- Annual salary of $55,000–$60,000, commensurate with experience and qualifications, based on a 35-hour workweek.
- Flexible working hours that may vary depending on the baseball season and organizational demands.
- Hybrid work arrangement, combining remote work with in-office work in Burlington, Ontario.
- Some flexibility may be required to accommodate evening meetings, seasonal deadlines, and organizational events.
- Reports directly to the BOMBA Board of Directors, with day-to-day direction and priorities coordinated through designated Board representatives.

What We Offer

- An opportunity to contribute to a community-based, non-profit sports organization.
- A varied and engaging role with opportunities to make a meaningful impact.
- A flexible working environment that recognizes the seasonal nature of community baseball.
- The opportunity to work closely with a dedicated group of volunteers, Board members, coaches, and families.

How to Apply

Interested candidates are invited to submit their resume and a brief cover letter outlining their relevant experience and interest in the position.

Please submit applications to: president@baseballburlington.com

Application deadline: December 4, 2026

BOMBA thanks all applicants for their interest. Only those selected for an interview will be contacted.