



The Bermuda Sailing Association is seeking help in the form of an **office administrator**.

This is a volunteer position. There are no plans to make it into a paid position, as there are no funds available. There are no benefits other than the satisfaction of making a difference to how sailing is administered in Bermuda and helping to represent Bermuda's Sailing National Governing Body on the world stage.

The hours are flexible. The position reports to the Board of Governors of the BSA, which meets monthly. There is an (air-conditioned) office in the Walker Arcade available to the successful candidate but the option of working remotely also exists.

Some knowledge of sailing and ISAF/World Sailing would be helpful but not essential. Previous administrative and office experience is required; the position needs a responsible, mature individual who is able to work unsupervised and generally get things done without prompting. Please do not apply unless you are genuinely looking for a volunteer position.

Anyone interested please contact: **secretary@sailing.bm**