



WASHINGTON

EXECUTIVE COORDINATOR

\$60,320 - \$66,560 DOQ

*(Starting at \$29 - \$32/hour. Full range up to \$35/hour)
Plus Excellent Benefits*

Apply by
March 1, 2026
(First Review, Open Until Filled)

PROTHMAN

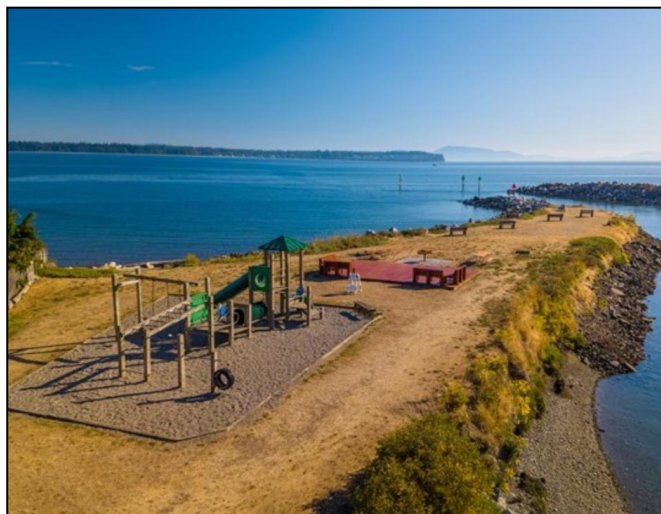


THE COMMUNITY



The Birch Bay Village Community Club (BBVCC) is a large-scale community association located in the northwest corner of Washington State, approximately 36 miles south of Vancouver, British Columbia, and 110 miles north of Seattle. BBVCC lies within the Birch Bay Urban Growth Area, encompassing about 5.63 square miles and recognized as the fastest-growing area in Whatcom County, with population projections exceeding 12,800 residents by 2036. Adjacent to Birch Bay, the City of Blaine occupies 3.3 square miles along the shores of Drayton Harbor and is home to roughly 6,200 residents. Blaine's economy is anchored by cross-border trade, manufacturing, and tourism tied to its historic downtown and harbor. The city hosts the third-busiest U.S.–Canada border crossing, with millions of travelers passing through annually.

Blaine and Birch Bay offer a strong calendar of community events and festivals, including the Blaine Harbor Music Festival, Wings Over Water Northwest Birding Festival, Old-Fashioned Fourth of July Celebration, and Blaine OysterFest. Birch Bay hosts year-round events such as the Kite Festival, Sand Sculpture Competition, Derby Days, Polar Beach Plunge, and New Year's Eve Ring of Fire. Outdoor recreation is a defining feature of the area, with access to beaches, trails, boating, fishing, wildlife viewing, and winter sports. The Cascade foothills and Mount Baker Ski Area are within 25 miles, and higher education opportunities in Bellingham are approximately 30 minutes south.



THE ORGANIZATION

Birch Bay Village Community Club (BBVCC) is a private, gated residential community located along the northern shores of Birch Bay. This large-scale homeowners association includes 1,129 lots and serves approximately 2,000 residents. Governance is provided by a seven-member Board of Directors, supported by seven standing committees and a range of active resident clubs that contribute to community engagement and oversight.

BBVCC offers a comprehensive set of amenities, including a 9-hole executive golf course with dual pin placements allowing for 18-hole play, a 250-slip marina with direct access to Birch Bay and the Salish Sea, a swimming pool, tennis and pickleball courts, parks, walking trails, and private beaches. A centrally located clubhouse functions as a focal point for meetings, events, and social activities.

BBVCC emphasizes safety and quality of life through 24-hour gated security provided by a private firm and association-managed maintenance services. The community attracts retirees, seasonal residents, and families seeking a quiet and well-managed residential setting. The association employs 13 full-time staff and between 2 and 15 seasonal employees.

THE POSITION

Reporting directly to the General Manager, the Executive Coordinator provides administrative, governance, and architectural coordination support to the General Manager, Assistant General Manager, Board of Directors meetings and standing committees, and the Architectural Control Committee (ACC) of Birch Bay Village Community Club (BBVCC). This position is responsible for coordinating meetings, maintaining official records, managing architectural applications and building documentation, supporting compliance and enforcement processes, and serving as a primary point of contact for members regarding governance and architectural procedures. The role requires strong organizational skills, sound judgment, confidentiality, and the ability to coordinate across departments in an on-site office environment. The ideal candidate for this position will have a strong administrative background, and be local to Whatcom County. To review the full responsibilities of this position, please view the full job description [here](#).

THE IDEAL CANDIDATE

Education & Experience:

- A high school diploma or equivalent is required. An associate or bachelor's degree is preferred.
- A minimum of three (3) years of administrative experience is required.
- Experience supporting boards, committees, or executives, and experience in community associations, architectural review, permitting, or governance is preferred.
- Experience with enterprise-wide software systems for work or document management is preferred.

Necessary Knowledge, Skills, and Abilities:

- Strong organizational and time management skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple deadlines and priorities.
- Proficiency with Microsoft Office and meeting platforms (e.g., Zoom, Teams).
- Ability to read and understand architectural plans and governing documents (training may be provided).
- Basic knowledge of residential construction terminology and processes desirable.
- Professional demeanor and ability to handle confidential information with discretion.

COMPENSATION & BENEFITS

- **\$60,320 - \$66,560 DOQ**
- Medical/Dental Plans – 89% paid by BBVCC for EE, and 50% for spouse and dependents.
- Voluntary Vision, Voluntary Life & AD&D, Voluntary Critical Illness & Voluntary Accident.
- Vacation – Starting at 2 weeks per year. Increases with Longevity.
- 10 Paid Holidays.
- Simple IRA – 3% Company Match.
- Sick Leave – 1 Hours Accrued Every 40 Hours Worked.
- Complementary golf privileges for employee.

**For more information on
the Birch Bay Village Community
Club, please visit:**

www.bbvcc.com



The Birch Bay Village Community Club is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 1, 2026** (First Review, Open Until Filled.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "**Birch Bay Village Community Club, WA – Executive Coordinator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



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