



Sydney Landing, 2003A-3713 Kensington Ave, Burnaby, BC V5B 0A7
Phone: 604-477-1488 | info@bcschoolsports.ca | www.bcschoolsports.ca

Title: Digital Content Coordinator/Administrative Assistant

Location: Burnaby, BC

Wage: \$14.00/hour + 4% vacation pay

Employment type: Temporary full-time (35 hours/ up to 16 weeks)

Position start: On or after April 23rd

About BC School Sports

As the governing body for school sport in BC our mission statement reflects the membership's drive for service excellence and a commitment to being a student-centered, school driven organization. Every program and service offered by the association is directed towards student-athletes and/or the volunteer teacher and community coaches who spend hours of time helping students to achieve their goals.

BCSS is a membership based organization of schools. We fulfill our mission by:

- promoting student participation in extra-curricular activities
- assisting schools in the development and delivery of their programs
- providing governance for inter-school competition

We are looking for bright and energetic candidates who are excited to further their education and gain valuable experience as they prepare to take the next steps towards their career.

Main Responsibilities

The Digital Content Coordinator will work in a team-based environment along with the office staff to help complete the following summer projects and tasks:

- Development of video features and bumpers
- Development of online courses for Coach and Athletic Director Education
- Social media strategy and implementation
- Development of comprehensive branding guidelines
- Creation and publishing of the Annual report
- Development of 2018 Handbook and Wall Calendar
- Support for development of other marketing materials and related collateral.
- Provide support for the annual BC School Sports Membership package
- Assist routine matters using the Student-Athlete Registration System (STARS) database and website updates
- Assist in updating public facing website and newsletter content
- Attend and provide support for Zone and Provincial Championships
- Assist with BCSS AGM preparation and meeting
- Assist in the development of the Accommodations Directory and handbook advertising sales

Key Qualifications, Experience, Skills

- Minimum two semesters of post-secondary education or equivalent
- The ideal candidate will be highly motivated, organized, accountable, and have strong attention to detail
- Demonstrated proficiency the following software products: InDesign, Photoshop, Final Cut Pro/Adobe Premiere, Adobe Captivate and/or Articulate

Notes:

- Applicant must be returning to school on a full-time basis in the upcoming academic year
- Applicant must be a Canadian Citizen, permanent resident, or person for whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Applicant is legally entitled to work according to the relevant provincial legislations and regulations
- Anticipated start date will be on or after April 23rd and work length will be up to 16 weeks, and is dependent on funding
- BCSS supports employment equity. Workers of colour, visible minorities, women, aboriginal workers, LGBTQI2S workers are encouraged to apply for positions with BC Schools Sports.