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Title: Sports Administrative and Marketing Coordinator (two positions available)

Location: Burnaby, BC

Wage: \$12.50/hour + 4% vacation pay

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

Position start: On or after April 24th

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 Sports Administrative & Marketing Coordinator(s) will work in a team-based environment along with the office staff to help complete the following summer projects and tasks:

- Contact existing and new customers to advertise in our Accommodations Directory and handbook. Track and report on progress, sales metrics and website analytics. Work with financial officer to ensure all marketing and advertising invoices are tracked and distributed accurately.
- Assist with organization of School Sport Canada National meeting.
- Assist with BCSS AGM preparation and meeting.
- General administrative support in company marketing and social media platform.
- Provide creative support using InDesign and Photoshop for the annual Handbook and Wall Calendar to be distributed to member schools
- Design brochures, website sliders, advertisements, and other publications as needed.
- Update website
- Provide support for the annual BC School Sports Membership package
- Assist with office tasks including filing, reception duties and routine matters using the Student-Athlete Registration System (STARS) database

Key Qualifications, Experience, Skills

- Minimum two semesters post-secondary education
- The ideal candidate will be highly motivated, organized, accountable, and have strong attention to detail
- Experience with the following software products would be considered an asset: Adobe InDesign, Photoshop Microsoft Word, Excel, Access and Outlook

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 24th and work length will be up to 16 weeks, and is dependent on funding.