



JOB POSTING

Position:	<u>Sport & Events Coordinator</u>
Employment Type:	Permanent, Full Time
Hours of Work:	Standard Work Week (M-F), 37.5 hrs/wk M-Th (July/Aug), 32 hrs/wk Evenings and Weekends, as necessary
Reports To:	Executive Director
Location:	BCSS Office with occasional flexibility
Salary range:	\$45,000 - \$60,000 plus benefits package and RRSP contributions

ABOUT BC SCHOOL SPORTS

BC School Sports is a not-for-profit organization and registered charity, with a Mission Statement of “to foster the development of good character through positive and equitable school-based sport experiences.” As the governing body for school sport across BC, we sanction and coordinate school sport for over 440 member schools, in 19 official sports serving over 76,000 student-athletes each year.

SUMMARY DESCRIPTION

The Sport & Events Coordinator is responsible for the sporting and championship operations, including the coordination of BC School Sport (BCSS) Provincial Championships, to support our Member Schools and provide quality experiences for the student-athletes across British Columbia. Additionally, working in a small office environment such as BCSS' this position will require a contribution to many different areas such as technology, communication, and policy.

To view the full job description, click [here](#)

CRITICAL SKILLS, ABILITIES & CHARACTERISTICS

- A deep passion for educational athletics and a desire to produce the best experience for student-athletes
- Experience in coordinating and managing sporting events, preferably in a multi-sport setting.
- Must demonstrate ethical behaviour and business practices that align with the values and expectations of the organization
- Ability to think innovatively, strategically, and critically, have sound judgment and be able to work in a dynamic and demanding environment
- Understanding of competitive sport, and well versed in various competition formats, draws, and logistics that can be applied across sports.
- Experience with the not-for-profit sector
- Strong communication and problem-solving skills
- An ability to juggle multiple demanding tasks and priorities concurrently



BC SCHOOL SPORTS
#2003A - 3713 Kensington Ave, Burnaby, BC V5B 0A7
604-477-1488
info@bcschoolsports.ca

- High levels of proficiency with technology, MS Office, social media, and digital content creation
- Proficiency and experience writing professional communications
- Experience with drafting or editing policy is an asset
- Ability to think innovatively, strategically, and critically, have sound judgment and be able to work in a dynamic environment

DESIRED QUALIFICATIONS & EDUCATIONAL ACHIEVEMENTS

- Bachelors' Degree preferred, or equivalent experience in a related field
- Minimum 3 years' experience in sport and events management and operations
- Familiarity with education sector or other not-for-profit organizations is an asset

APPLICATION INSTRUCTIONS

This posting will remain open until filled. Review of applications will begin on November 1, 2022. To ensure your application is considered please email a resume and cover letter in .doc or .pdf format to Jordan Abney, Executive Director jabney@bcschoolsports.ca on or before November 2, 2022.