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**Title: Communication/Digital Content Coordinator**

**Location:** Burnaby, BC

**Wage:** \$14.50/hour + 4% vacation pay

**Employment type:** Temporary full-time (32-35 hours/ up to 16 weeks)

**Position start:** On or after May 6, 2019

**About BC School Sports**

As the governing body for school sport in BC our mission statement reflects the membership's drive to foster the development of good character through positive and equitable school-based sport experiences. 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 gain valuable experience as they prepare to take the next steps towards their career.

**Main Responsibilities**

The Communication/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
- Creation and publishing of the Annual report
- Development of 2019 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

**Key Qualifications, Experience, Skills**

- Minimum high school diploma. Ideally completed one year or more of post-secondary education and or have work experience in related field.
- The ideal candidate will be highly motivated, organized, accountable, and have strong attention to detail
- Demonstrated proficiency the following software products: Adobe Creative Suites (Indesign Photoshop, Captivate) Microsoft Office Suites (Word,Excel, Powerpoint,Access and Outlook)

**Notes:**

- 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 May 6th and work length will be up to 16 weeks, and is dependent on funding
- 5 day work week for May and June, compressed 4 day work week for July and August
- BCSS supports employment equity. Workers of colour, visible minorities, women, aboriginal workers, LGBTQI2S workers are encouraged to apply for positions with BC Schools Sports.
- Please email resume and cover letter to Karen Hum at [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca) by Monday March 4<sup>th</sup>, 2019