



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

Title: Marketing/Sales Coordinator

Location: Burnaby, BC

Wage: \$15.50/hour + 4% vacation pay

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

Position start: On or after May 4, 2020

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 Marketing/Sales Coordinator will work in a team-based environment along with the office staff to help complete the following summer projects and tasks:

- General administrative support in company marketing initiatives
- 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.
- 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
- Assist in maintaining Social Media presence
- Assist with incoming scholarship applications
- Assist in updating public website and newsletter content
- Other sport related research and policy development projects as required
- 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, have strong attention to detail
- Experience with the following software products would be considered an asset: Microsoft Office Suite (Word, Excel, Powerpoint, Access and Outlook) Adobe Creative Suite (Photoshop, InDesign, Photoshop, and Captivate)

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 4 and work length will be up to 16 weeks, and is dependent on funding.
- Five day work week for May and June, work week will compress to 4 days 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.