



2003A - 3713 Kensington Ave.
Burnaby, BC V5B 0A7

604-477-1488
info@bcschoolsports.ca
www.bcschoolsports.ca

Design & Digital Content Coordinator

Location: Burnaby, BC

Wage: \$17.25/hour + 4% vacation pay

Employment type: Temporary full-time 32 weekly (4-day work week)

Position start: On or after May 15, 2023

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.

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 graphic and media assets, including static design, video, and related projects
- Development of online courses and resources for Coach/Athletic Director Education
- Planning, Development and Execution of Social media strategy
- Assist in the maintenance and upgrading of the BCSS Website
- Creation and publishing of the Annual report
- Development of 2023 BCSS 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
- Provide support for BCSS 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





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- Demonstrated proficiency the following software products: Adobe Creative Cloud (InDesign Illustrator, Photoshop, Captivate), Canva, and Microsoft Office Suite (Word, Excel, PowerPoint, Access and Outlook)

Notes:

- Applicant must be a Canadian Citizen, permanent resident, or person for whom refugees 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 15, 2023, and work term will be a minimum of 8 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 School Sports

Please email resume and cover letter to info@bcschoolsports.ca Attention: Karen Hum/Manager, Membership Services by March 10th, 2023

