



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

Phone: 604-477-1488

bcschoolsports.ca

JOB POSTING

Position:	<u>Marketing & Communications 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 Marketing & Communications Coordinator is responsible for the successful and timely delivery of information to internal and external stakeholders. This includes in assisting in the creation, improvement, and maintenance of various platforms such as websites, apps, and social media distribution channels, while creating content to engage fans and stakeholders to increase the presence and knowledge around school sport across the province.

The Marketing and Communications Coordinator will assist in managing the BC School Sports brand, while working to creatively connect our student-athletes, member schools, stakeholders, and fans. The Marketing and Communications Coordinator will assist in delivering fulfillment to partners and activations. Lastly, the Marketing and Communications Coordinator will lead the coordination of BCSS live streaming with a focus on consistent quality production and increasing viewership.

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

REQUIRED SKILLS, ABILITIES, CHARACTERISTICS

- A true passion for school sport, and the role it plays in the lives of our youth
- Proven ability to display ethical behavior and business practices and that these standards align with the values of the organization
- Proven ability to develop innovative and effective content, messaging, tools, and resources
- Experience executing communications strategies and sponsorship fulfillment around events
- Proven ability to create effective communication tools
- Data driven thinker with analytical skills, and experience with analytics tools



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- Strong communication skills, both verbal and written
- Experience with working with and responding to media inquiries
- Excellent organizational skills and interpersonal skills are required.
- Sound knowledge in the use of technology with demonstrated proficiency of applicable software programs, specifically but not limited to MS Office, Adobe In-Design, Adobe Premiere Pro, YouTube, and prominent social media channels
- Flexibility to prioritize work and to work-schedules to meet operational needs
- Ability to manage a variety of concurrent projects to meet time-sensitive deadlines

QUALIFICATIONS & EDUCATIONAL PREFERENCES

- Diploma or Undergraduate Degree (preferred) in a related field
- Minimum 2 years' experience working in communications, marketing, brand management, media, or streaming

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 before November 1, 2022.