



COMMUNICATIONS MANAGER PERMANENT FULL TIME

Volleyball BC is a non-profit organization that actively encourages participation and fosters the development of Volleyball in BC.

We are looking for a qualified, enthusiastic individual to lead the integrated communications efforts of the organization to increase the profile of the sport, increase participation in BC, and connect with Volleyball BC members and the rest of the volleyball community.

Under the direction of the CEO, the Communications Manager is responsible for leading and executing integrated communications strategies for all Volleyball BC programs and events spanning youth, adult and high performance. With experience across the communications and marketing continuum, the Communications Manager will effectively use traditional approaches and best practices to tell our stories and communicate information to our target audiences.

ROLES AND RESPONSIBILITIES

1. To develop, implement and monitor an integrated communications strategy for Volleyball BC across multiple platforms (social, web, marketing materials, media etc).
2. To create and implement communication campaigns, in collaboration with appropriate staff and partners, to raise the profile of volleyball and Volleyball BC, and to maximize registration capacity in programs and events.
3. To create and ensure consistency of brand look and feel in all external and internal marketing and communications.
4. To supervise and manage marketing and design contractors to ensure delivery and achievement of Volleyball BC communication and marketing objectives.
5. To lead on marketing and communications activities associated with signature Volleyball BC events.
6. To organize and create content that is dynamic, responsive, and creative across all communication platforms, including social media, website, e-newsletters, and other media.
7. To oversee and/or write various materials including key messages, articles, reports, speaking notes, news releases, articles, factsheets, presentations and digital media.
8. To generate and create communications to support the activities of members, sponsors, stakeholders and partners, and to ensure maximum reach and engagement by Volleyball BC.



QUALIFICATIONS

An equivalent combination of the following education and experience will be considered:

- Undergraduate degree in Communications, Marketing, Business Administration or relevant discipline, or an equivalent combination of education, training and expertise.
- Minimum 3-5 years of combined experience in communications and marketing.
- Experience in developing and implementing communication strategies and activities across multiple platforms.
- Confidence in website and social media technologies and management.
- Professional level experience with Microsoft Office and Adobe Creative Suite.
- Experience managing email campaigns and related software.
- Excellent communication skills, both verbal and written, including superior writing skills.
- Strong organizational and self-management skills with the ability to manage multiple projects simultaneously.
- Willingness to be a team player and demonstrate adaptability within a dynamic environment.

ADDITIONAL INFORMATION

He/she must be available to work weekends and evenings as well as regular office hours. Our offices are located at the Harry Jerome Sports Centre in Burnaby, home to six volleyball courts dedicated to adult and youth recreational and competitive play.

APPLICATION DETAILS

PLEASE FORWARD RESUME, COVER LETTER AND TWO PIECES OF WRITTEN WORK WITH SALARY EXPECTATIONS TO:

By email to: egibbons@volleyballbc.org

By mail to: Emma Gibbons, CEO, Volleyball BC, 7564 Barnet Highway, Burnaby, BC V5A 1E7

We wish to thank all applicants for their interest; however only those invited to interview will be contacted.