



VOLLEYBALL BC COMMUNICATIONS & EVENTS COORDINATOR

Job Title:	Communications and Events Coordinator
Organization	Volleyball BC
Reports to	Manager of Events and Strategic Initiatives
Work Type	Full time, Monday to Friday, 8:30 - 4:30 Temporary 16 months contract. Will be required to be available for evenings and weekends. Flexible office hours to accommodate the needs of the organization and the ability to work from home is an option
Start Date	October 2, 2023
Salary Range	\$38,300 to \$49,500 per annum. Salary will be commensurate with education and applicable work experience.

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, self-starter to assist with the communications efforts of Volleyball BC and support the delivery of events. The Communication and Event Coordinator will be responsible for: Volleyball BC social media channels, communications/marketing of major events, newsletters, and other duties as assigned. As well, this position will play a key role in supporting the event team for Volleyball BC (VBC).

The Communications and Event Coordinator will be an active member of the event delivery team. VBC Events include, but are not limited to, Provincial Championships both indoor and outdoor, the Vancouver Open, and the Hall of Fame. The Communications and Events Coordinator will support planning, logistics, scheduling, communications, and on site delivery. The Communications and Event Coordinator will effectively use traditional and creative approaches and best practices to tell our stories, communicate information to our target audiences, and showcase volleyball through successful event delivery.

ROLES AND RESPONSIBILITIES

1. To 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.

2. To ensure consistency of brand look and feel in all external and internal marketing and communications.
3. To support marketing and design contractors to ensure delivery and achievement of communication and marketing objectives, when required.
4. To lead the delivery of marketing and communications activities associated with signature events, including Vancouver Open, Indoor Provincials and Beach Provincials.
5. To organize and create content that is dynamic, responsive, and creative across all communication platforms, including social media, website, e-newsletters, and other media.
6. To support the general maintenance and management of the website and support the applicable secondary websites and platforms to ensure brand standards are maintained and professional brand image is maintained.
7. Assist with the planning and execution of events.
8. Support the logistics and scheduling of high-profile tournaments, events and competitions and planning social events.
9. Create communications and social media updates related to events and competitions.
10. Event coordination including tournaments, set up and take down.
11. Responsible for completion of event report forms and equipment inventory management.

ESSENTIAL QUALIFICATIONS

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

- A degree in Communications, Marketing, Business Administration or relevant discipline, or an equivalent combination of education, training and expertise.
- Experience working in an administrative office environment and managing basic administrative tasks.
- Minimum 2-5 years of combined experience in communications or marketing or event delivery and managing event logistics and communications.
- Excellent communication skills, both verbal and written, including superior writing skills.
- Class 4 drivers license and access to a vehicle.

ASSET QUALIFICATIONS

- Experience in developing and implementing communication strategies and activities across multiple platforms.
- Experience with onsite customer service and working in a fast paced environment.
- Confidence in website and social media technologies and management.
- Professional level experience with Microsoft Office.
- Experience managing email campaigns and related software.



- Confident in engaging with the public through electronic means such as email and understands the importance of customer service.
- Strong organizational and self-management skills with the ability to manage multiple projects simultaneously. A desire to work in a dynamic event-based environment is an asset as this role will support Volleyball BC delivered events including Indoor Provincials, Vancouver Open, Beach Provincials, National Championships, and other events as scheduled.
- Ability to multi-task and prioritize projects/tasks to meet deadlines.
- Willingness to be a team player and demonstrate adaptability within a dynamic environment.

ADDITIONAL INFORMATION

Must be available to work weekends and evenings when events dictate. 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 the following address: hire@volleyballbc.org

Please address your application to:

- Nicole Robb, Head of Operations
- Lesley Rowe, Manager, Strategic Initiatives and Events

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