



Employment Opportunity: Event/Marketing Representative (Canada Summer Jobs Position)

Cycling BC is the provincial governing body for the sport of cycling in British Columbia, representing the full range of cycling disciplines including Road, Track, Cyclo-cross, Mountain Biking, BMX and Para-cycling. Our mission is to foster quality competition and to create partnerships to grow participation in the sport of cycling.

As part of the Cycling BC team, your contribution will be integral to our success. We value creative solutions to challenges and bring commitment to everything we do.

- We are a team – we work together and take responsibility
- We are flexible and creative – with our time, our solutions and our approach
- Our success is all about how we do things – how we think, solve problems, deliver, and communicate
- We are committed to growing the sport in our province and to supporting athletes, clubs, and members to the best of our ability.

Position Overview:

We are seeking an enthusiastic **Event/Marketing Rep** to join our team and support a variety of events and races in the cycling community. The ideal candidate will have some knowledge of the sport of Cycling – enthusiasts are encouraged to apply.

The Event/Marketing Rep will work under the direction of the Operations Manager and will act as the Cycling BC representative at targeted events. The successful candidate will receive training and ongoing mentorship by Cycling BC Staff. Some time will also be spent working in the Cycling BC office, pre and post-event, ensuring that race organizers have what they need and that race results are checked and posted in a timely manner.

Duties of the position include setting up and taking down of displays/activations at events, assisting with registration, answering customer inquiries, generating reports, tracking metrics, operating race timing equipment, developing content for communications, and performing other administrative tasks as required. As a representative for Cycling BC, the Event/Marketing Rep will be expected to have strong communication and customer service skills while representing Cycling BC in a professional manner at all times.

Travel and weekend work outdoors is a requirement for this role, and the successful candidate must be over 21 and have a full driver's license with a clean driving record. The physical ability to lift equipment is also required. Pre-approved out-of-pocket expenses and gas costs will be reimbursed. The rate of pay is \$20/hour at approximately 16 hours per week.

This job is funded under the Canada Summer Jobs program under the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market.

To be eligible, youth must:

- *be between 15 and 30 years of age at the beginning of the employment period;*
- *be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,*
- *have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*

We are hoping to fill this position as soon as possible – the work term will be from May 23 until September 11, 2022.

To apply, please submit your resume and cover letter to erin@cyclimgbc.net by May 15, 2022

We thank all applicants, however, only those selected for an interview will be contacted.