

Sport BC – KidSport BC

Marketing Assistant

Job Description

Sport BC believes in the power of sport and is committed to building stronger communities through positive sport experiences for the 800,000 amateur sport participants in British Columbia. Our goal is to enhance and support sport participation in British Columbia ensuring everyone has the opportunity to thrive. Through our members and our signature initiatives KidSport BC, BC Amateur Sport Fund, and ProMOTION Plus along with our services Sport BC Insurance, and Payroll and Group Benefits; Sport BC supports our seventy-three member organizations consisting of Provincial, Multi, and Disability Sport Organizations.

Sport BC is seeking an enthusiastic summer student to fill the important role of Sport BC – KidSport BC Marketing Assistant to support all efforts of Sport BC, specifically our signature program KidSport BC, communications, events, and membership engagement. The Marketing Assistant will play a key role in all of Sport BC’s efforts to support our members and the amateur sport sector in British Columbia.

The Sport BC – KidSport BC Marketing Assistant will be reporting jointly to the Communications Manager, KidSport BC Fundraising Manager, and the Program Administrator.

The Marketing Assistant will be:

- Assisting with processing KidSport BC applications
- Handling KidSport BC phone and email enquiries
- Supporting KidSport BC events (golf tournament, Chapter events)
- Handling Sport BC phone and email enquiries
- Supporting Sport BC meetings (scheduling meetings, note taking, preparing presentations)
- Leading office tasks as needed
- Working to support members of Sport BC in several ways including database management
- Working to support communication strategy and efforts of KidSport BC and Sport BC:
 - Coordinating social media content
 - Gathering content from Sport BC members

Requirements:

- Grade 12 education is preferred
- Strong written and verbal communication skills
- Excellent organizational abilities
- Clear and concise communication with team members
- Ability to work independently and collaboratively
- Knowledge and passion of the amateur sport sector in British Columbia is an asset

Attributes and Qualifications:

- Committed and passionate: A deep conviction for the power of sport and its positive impact and influence on Canadians - what Sport BC and our members in the amateur sport sector do – is essential for supporting activities of our organization and members.
- Relationship builder: You have a proven track record in building relationships with a strong reputation for being a positive team contributor.
- Strong written and verbal communication skills.
- Organized and motivated: You are resourceful, self-motivated and will bring passion and enthusiasm to this role.
- You are confident and enthusiastic about achieving goals. You have exceptional time management and organizational skills and provide consistent follow-up.
- Professional and credible: You can represent Sport BC in the public sphere in a manner that is consistent with the organization’s vision, mission, and professional reputation.

To Apply:

Sport BC encourages applications from all qualified candidates. The Sport BC – KidSport BC Marketing Assistant will be reporting jointly to the Communications Manager, KidSport BC Fundraising Manager, and the Program Administrator.

Job Details:

Term: 12 weeks starting June 6, 2022

Location: This position is hybrid, and will include both in person (Vancouver, BC) and virtual work

Compensation: \$18.00/hour

Hours: 30 hours/week

Note: This position is partially funded by the Canada Summer Jobs Program provided by Service Canada and Candidates must meet the following eligibility requirements to be considered:

- be between 15 and 30 years of age at the start of the employment
- 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
- 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

Please submit your Cover letter and CV to info@sportbc.com. The posting will remain open until **Monday, May 16, 2022** at 5pm. We thank all candidates for their interest in the position but only those invited for interviews will be contacted.