

## **Title: Outreach Coordinator, BC Deaf Sports Federation**

Location: New Westminster, BC

Position Type: Part-time, 20 hours per week – mix of remote and in-office. To be discussed.

Reports to: Board

### **Position Summary:**

The Outreach Coordinator is to work to develop and implement strategic plans designed to drive visitation to BC Deaf Sports Federation website and social media and designing digital content for our social media platforms. The coordinator will develop a network with other local and provincial sports organizations to grow and develop athletes for BC.

### **Essential Duties and Responsibilities:**

- Develop and update website, reports, articles, newsletters and presentations
- Update BC Deaf Sports Federation's website and social media with graphics and content
- Establishing design guidelines, standards and best practices
- Report on campaign performance, always looking for areas to optimize and improve
- Create or assist in outreach and other projects
- Promote BCDSF and set up network of communities, organizations and athletes for sports clinics, trainings and other opportunities

### **Qualifications:**

- Ability to provide insights and strategic recommendation to achieve project objectives
- Excellent verbal and written communication skills
- Good organizational and prioritizing skills
- Good analytical and problem-solving skills
- Experience in communication and designing social media campaigns is an asset
- Ability to work as part of a team and independently with minimum supervision
- Proactive mindset, attention to detail and strong work ethic
- Able to adapt and learn new technologies and programs
- Able to communicate with people - Deaf, Hearing, Hard of Hearing, Deaf-Blind
- Professional and respectful approach to all aspects of the position
- Knowledge of American Sign Language (ASL) or willing to learn ASL and Deaf Culture is an asset

### **ABOUT BC DEAF SPORTS FEDERATION**

Established in 1976, BC Deaf Sports Federation is a BC based, charitable not-for-profit organization to encourage and support athletes who are Deaf, Hard of Hearing and DeafBlind from local to international levels. We promote accessibility and opportunities for anyone who wants to play in any of recreational to competitive sport disciplines.

[bcdeafsports.bc.ca](http://bcdeafsports.bc.ca)

### **HOW TO APPLY**

Contact: Mohlin Pillay, President

Please email your cover letter and resume as a PDF to [mpillay@bcdeafsports.bc.ca](mailto:mpillay@bcdeafsports.bc.ca) with subject line: Outreach Coordinator

**Application Deadline:** The position is to be filled as soon as possible once a suitable candidate is identified.