



## **Job Posting**

Programs and Communications Coordinator (13 month maternity leave contract)

*Effective July 4, 2023 - July 31, 2024*

Rowing BC is seeking an experienced individual to fulfill the position of Programs and Communications Coordinator. This individual will provide coordinative and administrative support to a cross section of Rowing BC's sport and membership development programs, events and communications.

Reporting to the Executive Director, the Programs and Communications Coordinator is responsible for supporting the club community sector which includes working with community partners, member clubs and associations to increase inclusiveness, develop awareness of and increase participation in rowing across British Columbia. The position requires an integrated and collaborative approach with other staff, volunteers, committees and provincial/national partners.

To learn more about Rowing BC, please visit: [www.rowingbc.ca](http://www.rowingbc.ca)

## **RESPONSIBILITIES AND DUTIES**

### **Membership Services and Programs**

- Strategic lead for a variety of Rowing BC's committee and task force operations
- Lead the implementation of membership development and retention strategies
- Develop promotional materials and campaigns
- Provide administrative and logistical support for membership and community initiatives and events
- Coordinate Regatta Schedule and lead the Regatta Sanction processes
- Lead preparations and provide logistical support for all Rowing BC events (Annual General Meeting, Regattas delivered by Rowing BC, etc.)
- Assist with the preparation and submission of government and other funders' grant applications, tracking grant deadlines and submissions
- Create summer province-wide programming and initiatives and support Canada Summer Jobs staff to complete these initiatives
- Maintain and update Rowing BC databases and club registrations

## **Communications**

- Oversee, maintain, update and create content for the Rowing BC website, newsletter and social media platforms
- Prepare news releases and manage media relation activities
- Oversee and prepare the monthly newsletter and distribution
- Coordinate external and internal communications on behalf of the society (email, social media, website)
- Prepare promotional and marketing materials for Rowing BC
- Assist in development and implementation of annual communications plan
- Coordinate, in conjunction with the Executive Director, the development of Rowing BC's Annual Report
- Ensure that all programs and resource materials portray a positive image of Rowing BC and adhere to Rowing BC's branding and graphic identity principles

Other duties assigned by the Executive Director.

## **WORKING CONDITIONS**

- Rowing BC's primary office is based in Victoria, BC. Potential remote work environment may be considered for the right candidate.
- Full time (37.5 hours per week). As this is a professional position, overtime will not be paid; however, time off in lieu of hours worked is provided on a case by case basis with approval from the Executive Director.
- Domestic travel is required in this position.
- Weekend and evening work will be required, largely around meetings and events.
- Lifting of boxes, shipments, displays of less than 50 pounds is required.
- The successful candidate will be required to undergo a Criminal Record Check and/or vulnerable sector check, Safe Sport training and other screening requirements.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE**

- Post-secondary education in sport management, recreation administration, physical education, or kinesiology, or a strong combination of relevant training and experience
- A minimum of 2 years related experience in program coordination, events and/or member services
- Experience working in a similar role at a PSO or NSO considered an asset
- Program planning, communications, event coordination and administration experience
- Excellent written and oral communication skills
- Proficient computer skills (i.e., Google Suite & applications, Office 365 suite, social media platforms, website and database management)
- Demonstrated experience and commitment to customer service
- Ability to work within established deadlines with attention to detail and accuracy, while contributing to a team environment
- Strong time management, organization and analytical skills, ability to multi-task
- Works with a minimum of supervision; meets deadlines and completes duties.
- Criminal Record Check (Vulnerable Sector)

In addition, the ideal candidate would, but need not, possess:

- An understanding of the provincial sport development system
- Experience with budgeting and financial management
- Familiarity with government funding and other forms of fundraising
- A track record in non-profit or sports organizational development and planning
- Knowledge of rowing
- Understanding of grant applications available to sports organizations

## **APPLICATION**

Applications including cover letter and resume can be sent to [exdirector@rowingbc.ca](mailto:exdirector@rowingbc.ca) by **Sunday, May 14, 2023 by 11:59 PM PDT.**

Please indicate “Programs and Communications Coordinator” in both the subject line of your email and your covering letter.

Rowing British Columbia is committed to ensuring our recruitment and selection processes and work environment are inclusive and barrier-free. At Rowing BC, we celebrate and welcome the diversity of all employees and believe that having a team of individuals with different backgrounds, views, experience, and capability working together makes us stronger and better as an organization.

Accommodation is also available upon request for individuals taking part in all stages of our recruitment and selection processes. Please advise to ensure your accessibility needs are accommodated. Information received relating to accommodation will be addressed confidentially.

We thank all applicants for their interest, however, only those chosen for interviews will be contacted.