
COMPETITIONS COORDINATOR

Position summary:

An exciting opportunity has arisen to join our dynamic team within BC Soccer at its Vancouver office. BC Soccer is seeking a highly motivated, organized, detail-oriented, energetic, strategic thinker, and proactive professional for the position of **Competitions Coordinator**. This position is responsible for planning and delivering BC Soccer's competitions, coordinating logistics for regional, provincial and national competitions, and assisting with planning and execution of major events.

Role Objectives:

The **Competitions Coordinator** will contribute for effective execution of the BC Soccer's competitions and support the delivery of key events and activities. This includes leading all aspect of competitions, event logistics and planning, support to BC representatives at national competitions. The Competitions Coordinator will engage with partners and stakeholders, and work with 3rd parties to enhance BC Soccer's flagship competitions experience.

Core Responsibilities:

- Lead the delivery of all BC Soccer competitions and flagship events.
- Actively contribute and work toward objectives as outlined in the strategic direction and operational plans of the Association.
- Liaise with Local/Regional Organizing Committees.
- Coordinate and provide support to member teams, clubs, leagues and districts throughout BC.
- Develop and implement rules and regulations, administrative policies, procedures and protocols.
- Collaborate with BC Soccer staff regarding activities and operations of all competitions.
- Lead the implementation and maintenance of BC Soccer's Competitions management system while supporting overall planning for events and activities.
- Support the delivery of BC Soccer representation at the BC Summer Games.
- Support activities of the BC Soccer Competitions Committee and the participation of BC representatives at domestic competitions.
- Be part of a team that plans and delivers all major events, coordinating branding, promotion, streaming and overall coverage of all BC Soccer events and activities.
- Liaise with partners and external contractors to actively support fulfillment of strategic goals and operational priorities within all official communication and marketing efforts.

Remuneration

The position will include full benefits and a competitive compensation ranging between \$45,000 to \$55,000 annually based on experience for a role of this nature.

Application

Interested applicants, should submit their resume, cover letter and annual remuneration expectation range to BC Soccer in **one PDF** via email at feedback@bcsoccer.net (email subject: Competitions Coordinator). Applications will be reviewed starting on September 16th, 2024, and continue until the position is filled. **BC Soccer thanks all applicants, however ONLY those selected for an interview will be contacted.**