

Job Title: Event and Social Media Coordinator

Organization: Badminton BC

Type: Part-Time Contractor

Overview: Badminton BC, a non-profit provincial sport organization, is seeking an enthusiastic and dynamic individual to join our team as an Event and Social Media Coordinator. This role is integral to the successful execution of our events and tournaments throughout the season and enhancing our social media presence.

Key Responsibilities:

- **Event Coordination:**
 - Assist with the setup and management of events and tournaments.
 - Learn and manage the draw desk operations for all badminton tournaments.
 - Coordinate event logistics, including venue setup and teardown.
 - Ensure smooth operation of events, primarily on Friday evenings and weekends.
- **Social Media Management:**
 - Work directly with the Event Manager to collect and curate social media content.
 - Schedule and post content on various social media platforms, including YouTube, TikTok, Facebook, Instagram, etc.
 - Develop and implement engaging social media themes and campaigns.
 - Monitor social media trends and adjust strategies to maximize engagement.

Qualifications:

- **Minimum Knowledge:**
 - Basic understanding of badminton rules and the sport.
- **Social Media Skills:**
 - Proficiency in using social media platforms (YouTube, TikTok, Facebook, Instagram).
 - Experience in content creation and theme development.
- **Personal Attributes:**
 - Outgoing and enthusiastic personality.
 - Ability to act as a cheerleader for Badminton BC, promoting the sport and events.
 - Flexibility to work non-standard hours, including evenings and weekends.
- **Logistics:**
 - Must own a car and hold a Class 5 driver's license for transporting signage and equipment.
 - Availability to move items between storage lockers and event venues.
- **Languages:**
 - Proficiency in English is required.
 - Ability to speak Mandarin and Cantonese is highly desirable.

Additional Opportunities:

- Budget available for certification in officials programs to further your professional development.

Compensation:

- Pay will be based on experience.
- A base monthly salary for social media management.
- An hourly rate for event coordination, based on events.

How to Apply: Interested candidates should submit their resume and a cover letter detailing their relevant experience and enthusiasm for the role.

Contact Information:

- Please send in your resume to Executivedirector@badmintonbc.com

Application Deadline:

- Nov 30,2024

Badminton BC is committed to creating an inclusive environment for all employees and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those selected for an interview will be contacted.