



COMMUNICATIONS COORDINATOR

SportAbility is a Provincial disability sport organization that provides access to sport for British Columbians with physical disabilities. We are seeking a dynamic and detail-oriented Communications Coordinator to join our team. The Communications Coordinator is a part-time (8-10 hrs/week) role, responsible for leading the content creation, membership communications, and development/design of promotional materials. The Communications Coordinator will work closely with the Sport Development Coordinator and report directly to the Executive Director.

The successful candidate will be hired on a six month contract with the possibility of extension.

Key Responsibilities:

- Oversee SportAbility's communications calendar, which includes planning and scheduling social media posts, and creating content for various platforms.
- Lead content creation and analytics for SportAbility's social media platforms, website, monthly newsletter, and other digital/print promotional materials.
- Attend SportAbility events to take photos and videos.
- Support with member communications including AGM information, registration forms, and feedback surveys.
- Update and maintain SportAbility's website.
- Design SportAbility's Annual Report.
- Other tasks as requested.

Qualifications:

The ideal candidate will be a highly motivated self-starter who is eager to learn and comfortable adapting to the needs of the organization and its members. We are a 'small but mighty' team, looking for someone who shares our passion and enthusiasm to provide the best sport experience for individuals with disabilities.

Position Requirements:

- Strong verbal and written communication skills.
- Proficiency with standard software applications, such as Microsoft Office.
- Ability to work independently and collaboratively as part of a team.
- Interest in and willingness to learn about adaptive sports.
- Demonstrates a commitment to enhancing awareness, knowledge, and skills related to equity, diversity, inclusion, and accessibility.
- The successful candidate will be required to complete a Police Information Check with Vulnerable Sector Screening.

Preferred Qualifications:



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- Grade 12 education and some post-secondary. The position is well suited to a current student or recent graduate of a Communications or Digital Media program.
- Experience creating content for social media platforms including Instagram, Facebook and LinkedIn.
- Experience using Canva, Wordpress and Mailchimp preferred but not required.
- Experience with photography and videography. Access to a camera is an asset.
- Experience working with individuals with diverse needs, or willingness to learn.

Position Details:

- Hours: This is a part time (8-10 hours/week) contract position. The successful candidate will work two weekly four hour shifts or four weekly two hour shifts within regular office hours, to be decided based on the schedule of the candidate.
- Location: Hybrid work environment with both remote work as well as in person work in at events in Vancouver, BC and surrounding areas.
- Compensation: \$21-24/hour commensurate with education and experience.
- Start date: July 14, 2025 (flexible)

To Apply:

SportAbility is committed to fostering an inclusive workplace that values diversity in all its forms, including individuals with disabilities. As an equal opportunity employer, we actively encourage and welcome qualified candidates with disabilities to apply for positions within our organization.

To apply, please submit your resume and cover letter to donnacumming@sportabilitybc.ca by **June 15, 2025**. We thank all applicants for their interest, however only those invited for interviews will be contacted.