



Staff Position – Communications Coordinator

BC Hockey is seeking a passionate and motivated individual to join our team as a Communications Coordinator. The ideal candidate is a creative self-starter who thrives in a collaborative environment, brings strong organizational skills, and can manage a diverse communications portfolio. This position offers the opportunity to build a strong foundation in both communications and hockey while contributing to a respected provincial sports organization.

PLACEMENT REQUIREMENTS

- Post-secondary training in Communications, Public Relations, Journalism, or 3+ years of relevant experience.
- Exceptional writing and editing skills, with experience creating consumer-facing and social-first content.
- Proficiency in graphic design for social media and websites using Adobe Creative Cloud or Canva Pro.
- Experience filming, editing, and conducting interviews for video content.
- Familiarity with website management and CMS platforms.
- Ability to meet deadlines, manage multiple projects, and work independently.
- Strong attention to detail, initiative, and flexibility.
- Creative thinker with a passion for developing engaging ideas that connect with participants.
- This role may require travel during evenings and weekends. Candidates must possess a valid Class 5 driver's license and have access to a reliable vehicle.

EXTENT OF SUPERVISION

- Responsible to the Chief Executive Officer through the Executive Vice President, Communications.

DESCRIPTION OF DUTIES

- Support the overall strategy and management of the Communications Department, including oversight of social media platforms and the BC Hockey website.
- Create unique and innovative content across multiple formats, including graphics, news stories, video features, and event coverage.
- Actively manage social media channels and foster productive relationships with members, participants, partners, staff, and media.
- Manage website updates and content through the organization's CMS.
- Assist in live productions of major BC Hockey events.



Job Type: Full-time

Pay: \$40,000 to \$45,000 per year

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- RRSP match
- Vision care

Work Location: In person

Email resume and cover letter to hr@bchockey.net to apply.