



Skate Canada
BC | YT

Membership Engagement Coordinator

Full time – Permanent

Location: Burnaby, BC

About Us

Skate Canada British Columbia/Yukon Section (Skate BC/YT) is a non-profit organization representing over 23,000 skaters, 104 clubs and skating schools, 600 coaches, and 220 officials. We are committed to providing safe, inclusive, and enjoyable skating programs throughout British Columbia and the Yukon. As a proud section of the national governing body, Skate Canada, we work to promote excellence and participation at all levels of skating.

Position Overview

We are seeking a dynamic and creative Membership Engagement Coordinator to join our team. Reporting to the Manager of Communications and Business Development, you will play a pivotal role in amplifying our brand, engaging our community, and supporting our mission through compelling storytelling and communication initiatives.

Key Responsibilities

- Develop and execute engaging content for our website, social media platforms, ensuring alignment with our brand voice and strategic objectives.
- Capture high-quality photos and videos at competitions, seminars, workshops, and community events to showcase our programs and participants.
- Assist in the creation of the "Thin Ice" quarterly magazine, including content development, storytelling, design, and layout.
- Work closely with various departments to support internal and external communications, ensuring consistent messaging and effective outreach.
- Serve as the first point of contact for membership inquiries, providing timely and accurate information to stakeholders.
- Provide general administrative assistance as needed.

Qualifications

- Completion of Grade 12; post-secondary education in Communications, Marketing, or a related field is considered an asset.
- 1–2 years of experience in communications, marketing, or a similar role.
- Proficiency in content creation tools such as Canva and Adobe Creative Suite; experience with Constant Contact or similar email marketing platforms is an asset.

- Strong written and verbal communication skills, with the ability to craft clear, engaging content for a variety of audiences.
- Familiarity with social media management and analytics tools; ability to adapt strategies based on performance data. A strong interest in current trends in digital marketing.
- Basic photography and videography skills; experience with editing software is a plus.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- Knowledge of figure skating, volunteer-based sport organizations, and Skate Canada programs is highly valued.

Compensation & Benefits

- Salary: \$46,000–\$51,000 annually
- Benefits Package: Includes extended health and dental coverage, RRSP matching, and vacation entitlements.
- Professional Development: Opportunities for ongoing training and career growth.
- Work Schedule: In person at the Burnaby Section Office. Standard business hours, Monday to Friday, 8:30 AM – 4:30 PM; occasional weekend work and travel may be required.

How to Apply

Please submit your resume and a cover letter to bcytsection@skatinginbc.com with the subject line: "Membership Engagement Coordinator Application."

Deadline for applications: Sunday November 23, 2025

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

Skate Canada British Columbia/Yukon Section is an equal-opportunity employer committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds and experiences.