
SQUASH BC - EMPLOYMENT OPPORTUNITY**Marketing & Partnerships Coordinator**

Squash BC is seeking a creative, organized, and community-minded individual to join our team as the Marketing & Partnerships Coordinator. The role plays a key part in elevating Squash BC's brand, strengthening communications with our members and donors, and supporting the growth of Squash across British Columbia.

This is a full-time salaried position (30 - 37.5 hours per week) with a flexible hybrid work arrangement. The role reports directly to the Executive Director and works collaboratively with the Squash BC team.

Key Responsibilities - Marketing & Communications*Social Media*

- Create, write, and publish engaging content across Squash BC's social media channels
- Monitor channels and engage with our community to strengthen brand presence

Email Marketing

- Produce our monthly Squash BC e-newsletter
- Develop targeted email communications and identify opportunities for automation

Website & Content

- Write articles and updates for the Squash BC website
- Maintain and update website content as needed

Analytics & Reporting

- Track and analyze website, email, and social media performance
- Prepare monthly reports and identify insights and opportunities

Graphic Design

- Create digital assets including posters, social media graphics, and promotional materials

Donor Stewardship & Fundraising Communications

- Support the recruitment and retention of Squash BC's annual and monthly donors through clear, consistent, and compelling communications
- Create donor-focused content for newsletters, social media, website stories, and impact updates
- Assist with donor recognition, thank-you messaging, and stewardship touchpoints
- Maintain accurate donor records and communication history in Squash BC's CRM.
- Support annual fundraising campaigns and donor engagement initiatives in collaboration with the Executive Director

Awards & Recognition Communications

- Lead the marketing and communications strategy for Squash BC's annual awards including promotion, nomination campaigns, finalist announcements, and award recipient storytelling
- Liaise with the Awards Committee to coordinate timelines, messaging, and promotional materials
- Produce award related content for newsletters, social media, website features, and event programs
- Support the planning and promotion of awards presentations at Squash BC events
- Maintain accurate records of award recipients, nominations, and historical recognition materials
- Collaborate with the Fundraising Committee to align award storytelling with donor engagement and fundraising campaigns

Partnerships (Core responsibilities)

These responsibilities form the foundational partnership work expected of the role

- Support the stewardship of Squash BC's existing partners by ensuring timely delivery of partnership benefits
- Coordinate partner visibility across Squash BC's digital channels, events, and programs
- Maintain accurate partnership records, deliverables, and timelines
- Assist in preparing any partnership reports, summaries, and impact updates
- Update and maintain partnership materials
- Collaborate with the Executive Director to ensure consistent partner communication and fulfillment

Commission-Eligible Partnership Acquisition

These responsibilities are eligible for commission under Squash BC's Commission Program (see Appendix A)

- Identify and approach potential new corporate partners aligned with Squash BC's mission and programs
- Lead or support the acquisition of new sponsorships, including outreach, pitching, and negotiation
- Develop customized partnership proposals and activation concepts
- Support renewal conversations and identify opportunities to expand existing partnerships

Requirements & Preferred Experience

- Post-Secondary education in marketing, communications, business, or a related field (or equivalent experience)
- Strong written and verbal communication skills with excellent attention to detail
- Experience with digital marketing platforms (social media, email marketing, website)
- Familiarity with CRM systems and analytics tools
- Ability to manage multiple projects and deadlines in a fast paced environment
- Strong interpersonal skills and comfort working with partners, donors, sponsors, and community stakeholders
- Experience in non-profits or sport organizations is an asset

Schedule

This is a full-time position (30-37.5 hours per week) with a hybrid work arrangement combining on-site work at our Vancouver office and remote work. Evening and weekend availability is required during select events during the competitive season.

Compensation

This is a full-time salaried position with an annual salary range of \$40,000 - \$55,000 commensurate with experience and qualifications. This position includes a comprehensive benefits package, three weeks of paid vacation, and an additional two week paid holiday office closure.

Core partnership responsibilities are included in the base salary. Additional revenue-generating partnership acquisition activities are commission-eligible under Squash BC's Commission Program. Full program details are provided in Appendix A.

Why work at Squash BC

- Enjoy flexible hours and a hybrid working environment that supports strong work-life balance
- Gain hands-on experience at Squash BC championships, tournaments, and community events across the province
- Access meaningful professional development opportunities in marketing, communications, donor relations, awards management, and partnership development
- Join a supportive, collaborative team that values creativity, initiative, and personal growth

Application Instructions

Interested candidates are invited to submit a resume and cover letter to Kim Dennis, Executive Director, at executivedirector@squashbc.com by June 30, 2026.

Applications will be reviewed and interviews conducted on a rolling basis until the position is filled. Candidates are encouraged to apply early. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

About Squash BC

Squash BC is the provincial governing body for squash in British Columbia, dedicated to growing participation, supporting players and facilities, and strengthening infrastructure across the province. Through programs, events, and community engagement, Squash BC works to promote and develop squash for current and future generations. Learn more at squashbc.com.

Appendix A: Commission Program

The Marketing & Partnerships Coordinator can receive additional compensation through Squash BC's Commission Program. Identified Squash BC employees participating in the Commission Program may generate sales commissions through the acquisition and stewardship of corporate sponsorship. Each sponsor relationship acquired during the term of the program will be categorized into one of the involvement levels below. These levels dictate the associated commission payment for the employee.

Sponsor Relationship Role	Description	Commission
Lead	<ul style="list-style-type: none"> Owns relationship with sponsor; fully involved in sourcing, signing, and stewarding 	10% of Active Sponsor Commitment
Supporting	<ul style="list-style-type: none"> Meaningfully supported a relationship owned by another staff member; involved in two or more stages 	5% of Active Sponsor Commitment
None	<ul style="list-style-type: none"> Relationship led and supported by others; minimal involvement outside of core responsibilities 	0% of Active Sponsor Commitment

Payment Schedule

Commission payments are made quarterly and added to the employee's regular payroll for that period. Payments are subject to standard payroll deductions.

Active Sponsor Commitments

For multi-year agreements, only the portion allocated to the current period is eligible for commission. Employees must remain employed during the period in which contributions are received to qualify. Former employees are not eligible for future commission payments.

Reporting

Eligible employees must submit a Commission Program report to their supervisor one month prior to the quarterly payment date to ensure timely processing.