



Communications Coordinator
Fixed-Term Contract (Parental Leave)
April - October, 2023

Based in Vancouver, Gymnastics BC (GymBC) is a not-for-profit provincial sport organization responsible for the governance, development and promotion of gymnastics in BC. Our dynamic team serves 70-member clubs that typically represent a membership of over 52,000 participants throughout the province. As a member-based organization, we strive to deliver excellent member and customer service experiences in all of our interactions.

If you are passionate about amateur sport and have a keen interest in communications, we invite you to apply to for this exciting part-time, fixed-term contract position through until October 31, 2023.

Overview

Reporting to the Chief Executive Officer and working closely with all GymBC staff, the Communications Coordinator is responsible for all general communications tasks.

Term

April 1, 2023 – October 31, 2023 - Part time (60 hours per month)

Purpose

The Communications Coordinator is responsible for working collaboratively with our team and GymBC community, offering support on various internal and external projects. You are also responsible to ensure optimal communication through a variety of platforms, and use these communication channels to positively contribute to the promotion and growth of gymnastics in BC.

Key Responsibilities

1) Communications & Public Relations

- Implement GymBC communication plans;
- Oversee all communication pieces published both internally and externally, including (but not limited to):
 - Newsletters (e.g. “GymBC Weekly”) and membership updates,
 - Social media posts.
 - Government advocacy initiatives and liaising, and
 - Media announcements.
- Promote successes and developments within the BC gymnastics community;
- Manage and maintain GymBC’s websites;
- Manage GymBC’s social media presence and activate emerging media platforms;
- Monitor social media to gauge public perceptions of gymnastics and GymBC and respond accordingly;
- Implement communication strategies that help increase awareness of GymBC’s programs and services;
- Implement editorial direction, design, production and distribution of all publications, including member resources, weekly e-newsletters, and annual reports;
- Provide in-house graphic design services using Canva, or other suitable digital design programs;

- Ensure that GymBC branding is consistent, professional and appealing across all communications;
- Support program staff in association-wide communications and projects (ex. Safe Sport Video communications)
- Support program staff with communications related activities as they work with external partners (ex. viaSport) on projects or initiatives;
- Manage communications tasks related to Virtual Town Hall meetings, webinars, and other educational initiatives;
- Coordinate Gymnastics BC's public & media relations initiatives and act as GymBC's spokesperson as required, alongside the CEO and Board Chair;
- Work closely with the CEO and Communications Consultant to manage crisis communications;
- Collaborate with related organizations (e.g. Gymnastics Canada, other P/TSOs) to ensure program alignment and consistency.

2) Event Support

- Assist in the promotion and support of annual and special events, as well as all GymBC hosted events. This includes creative and promotional materials related to the event and on-site support;
- May be required to attend on-site events to provide support (e.g. social media posts and photos at BC Championships, BC Gymnaestrada, Awards & Scholarships Night & AGM, and any other major gymnastics events held within BC).

3) Other Details

- Must have exceptional written and verbal communication skills;
- Must have a keen attention to detail;
- Must be very organized with exceptional time-management skills;
- Must be self-motivated and able to work independently with minimal supervision;
- Must be competent using MS Office applications;
- Experience with management, of and content creation for social media platforms;
- Experience with digital design programs, such as Canva, is an asset;
- Experience with WordPress and HTML is considered an asset;
- Experience using a recognized emailing platform is an asset;
- Occasional non-regular working hours, including social media event coverage, will be necessary;
- Knowledge of BC's amateur sport system is an asset;
- Must be legally eligible to work in Canada;
- A current Criminal Record Check will be required;
- Occasional travel and non-regular working hours will be necessary.

Remuneration

- \$25-\$28/ hour based on relevant training and/or experience

How To Apply:

Please email your resume and cover letter* in either MS Word or PDF format to:

careers@gymbc.org

**Please ensure that your cover letter and resume clearly outline how your skills and experience meet or exceed the job requirements.*

We thank all applicants for their interest; however, please note that only candidates selected for an interview will be contacted.

Application Deadline: Job will remain posted until a successful candidate is hired.