



Now hiring: SOBC Communications Coordinator

Position start date: August 12, 2024

Salary range: \$47,000-\$57,000 per year plus an excellent benefits package

Full-time permanent position

Be inspired, and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be part of one of the largest and most respected sport organizations in the world. Welcome to Special Olympics BC!

In this role, you will be a key member of our marketing and communications team, working collaboratively to enrich the lives of people with intellectual disabilities and create inclusion through our year-round sport programs.

The successful Communications Coordinator will:

- Develop and execute sport, program, fundraising, and awareness content for Special Olympics BC's website, email marketing, social media, events, and other platforms as needed.
- Develop and execute compelling email marketing for SOBC's internal communications program, donor communications program, and all sport and fundraising initiatives.
- Manage the content and optimize the performance of SOBC's website.
- Support SOBC's media relations and celebrity engagement initiatives.
- Working with the marketing & communications team, monitor social media platforms and media coverage.
- Working with the marketing & communications team, generate reports on social media campaign performance and website analytics.
- Working with the marketing & communications team, create marketing collateral to support SOBC community programs and recruitment of volunteers, coaches, athletes, and donors province-wide.
- Believe strongly in the Special Olympics mission, vision, and values.
- Be comfortable working at home, at the Special Olympics BC office in Burnaby, and at SOBC events around the province as assigned.
- Be willing to work some evenings and weekends.

Required skills and background:

- Post-secondary degree/diploma, or equivalent experience, in marketing, communications, or related field.
- 1+ years of experience writing and storytelling for a variety of platforms.
- 1+ years of experience with email marketing, website management and analytics.
- Experience with graphic design, photography, and/or videography is an asset.



- Very strong organizational skills and attention to detail.
- Comfort managing competing priorities and deadlines with complete accuracy.
- Strong knowledge of Microsoft Office suite and business products.
- Passion for providing top-quality service while collaborating with Special Olympics BC athletes, volunteers, families, supporters, and fellow staff.
- Valid driver's license.
- Able to pass a Criminal Record Check.
- Fully vaccinated for COVID-19.

This position is based out of our provincial office in Burnaby, B.C. Special Olympics BC offers a hybrid work environment. Some evenings and weekends will be required. Occasional travel throughout B.C. will be required. The salary range for this position is \$47,000 - \$57,000 per year, commensurate with experience.

We sincerely thank all interested applicants. Only those selected for interviews will receive replies.

About Special Olympics BC

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through the power and joy of sport. In 55 communities around the province, we provide year-round training and competitive opportunities in 18 different sports to more than 5,200 athletes of all ages and abilities, thanks to the dedicated efforts of over 4,300 volunteers. To learn more, please visit www.specialolympics.bc.ca.

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community. We welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, səliiwətaʔt təməxʷ (Tseil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.