



**Department: Sport and Program**

**Title: Community Development Coordinator (Lower Mainland, BC)**

Position Type: Community Development Coordinator (Maternity Leave Contract, 12-18 months)

Location: Burnaby, BC

Reports to: Manager of Programs

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!

**The successful candidate will:**

- Believe strongly in the Special Olympics mission, vision and values.
- Work to build and/or maintain strong, vibrant, and sustainable community organizations.
- Bring new athletes and volunteers to the organization.
- Train and support volunteers so that they may make the most of their involvement.
- Initiate approved new programs in communities.
- Assist with fundraising and resource development.
- Work with community leaders to find solutions to challenges that limit Special Olympics growth and development.
- Build our base of fans including athletes, volunteers, family members, government, businesses, donors, and community organizations.

**Qualifications:** Bachelor's degree or related diploma preferably in a sport or recreation related field. 3 years experience in a relevant field is an asset.

**What you'll bring:**

- Strong interpersonal and communication skills, and a proven team player.
- Experience in program development, implementation and/or evaluation.
- Experience in the sport sector.
- Strong organizational skills and detail oriented. Proven ability to work independently.
- Strong computer skills (Word, Excel, Outlook) and ability to learn new database systems.

While this position does have regular office hours, your time will flex as you will be required to work evenings and weekends. You will travel to programs throughout the Lower Mainland so you **MUST** have a valid BC driver's license and vehicle. Special Olympics BC has adopted a hybrid work model that includes in-office and remote workdays. The current salary range for this position is \$50,000-\$60,000 per annum plus benefits. Start date is May 5, 2025.

If this is your dream job please **apply with a cover letter and resume** to [jkym@specialolympics.bc.ca](mailto:jkym@specialolympics.bc.ca)

*We 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](http://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, sə́ilwətaʔt 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.