

Position: Marketing & Communications Coordinator

Reports to: Executive Director

Summary

PacificSport Vancouver Island is seeking a full-time Marketing & Communications Coordinator, for our Nanaimo office. This position is responsible for all day-to-day marketing materials and circulation. This position also is responsible for updating the website, SharePoint files, Facebook and social media platforms and overseeing the Partnership Agreements for Coach and Athlete Services.

If you are passionate about Sports, Not-for-profit, and supporting families who are experiencing socioeconomical barriers to gain access to affordable sports programs that focuses on safety in sport, fundamental movement skills, and physical literacy, then please apply!

Hours: 35 hours per week - 8:30 am – 4:00 pm Monday to Friday, with a 30-minute unpaid lunch break

Benefits: Health & Dental
RRSP
Flexibility
Christmas week off with pay, (up to 3 days) as a bonus
3 weeks' vacation to start
Bonus opportunities
Bring your kiddo to programs!

Wage: \$24 per hour; \$43,680 per year

Duties are, but not limited:

- Creating or updating templated marketing materials
- Ensure the website is up to date (WordPress)
- Post marketing materials on Facebook, Instagram and other social media platforms
- Seek out new opportunities for partnership with our Coach and Athlete Services within the region
- Update partnership agreements
- Reside on the Regional Sport Alliance Communication Committee
- Write proposals and grants as required and follow up with mid and final stage reporting
- Plan, organization and implement fundraising events
- Create monthly newsletter and distribute to email list in MailChimp
- Create registration forms for programs in Microsoft Forms
- Assist with tracking registrations and responding as required
- Update the annual impact report in Canva
- Monitor the athlete registrations in the Canadian Sport Institute Pacific's database, and make adjustments as required
- Ensure the annual Government Report is updated regularly and ready for submission on or before April 30th
- Keep accurate, complete and secured records and files
- Attend regular team, funding and collaboration meetings
- Other related duties as required

Education, Experience and Skills:

- A degree in Marketing and Communications preferred, and minimally a diploma in a similar program
- Minimum 2 years' experience in a marketing and communications
- Experience working in a Sports and Not for Profit organization is preferred
- WordPress, Canva, PowerPoint, Microsoft Office, MailChimp, SharePoint (Setting), some good IT knowledge or abilities, Facebook advertising and social media platforms

How to Apply:

Please send a cover letter, resume and 3 references to by 4:30 pm on Thursday, May 8, 2025:
Hywel Evans, Marketing & Communications Coordinator
marketingvi@pacificsport.com