

KAMLOOPS SPORTS COUNCIL

Job Title: Full Time Sport and Event Coordinator

Job Summary:

The Kamloops Sports Council is a not for profit organization that provides support to local sport organizations, as well as local events, both annual and one-off. The Sport and Event Coordinator provides support to existing members and clients. This position reports to the Executive Director who is responsible to the Board of Directors.

Job Description:

- Provide our existing clients such as, but not limited to, the 2018 BC Winter Games, 2018 Ribfest, Legacy Performance Games, Tournament Capital Games and Kamloops Sports Council members with administrative assistance to support their events/organizations
 - Tasks and expectations will vary with each contract, a list of roles and requirements will be provided
 - Duties include, but aren't limited to: volunteer coordination and management, registration intake, sponsorship support/fulfillment, contract development and tracking, RFP processing.
- Recruitment of new local sport organizations as members/educate existing members about current services available to them in hopes of expanding member services
- Responsible for creation and distribution of Kamloops Sports Council news, as well as ensure the social media platforms are kept up to date

The successful candidate will have the following qualifications:

- Previous experience and/or education in event management
- Intermediate knowledge of Microsoft Word and Excel
- Highly organized and able to multi-task
- Excellent oral and written communication skills
- Has the ability to work independently as well as part of a team
- Ability to plan, organize, and prioritize tasks and meet important deadlines while maintaining accuracy and attention to detail
- Willingness to work weekends and overtime as needed

Closing date: November 10, 2017

Only shortlisted candidates will be contacted.

To apply please send cover letter and resume to info@kamloopssportscouncil.com.

Enriching Lifestyle Through Sport

262 Lorne Street | Kamloops, BC | V2C 1W1 | Phone 250-828-3822 | Fax 250-828-3599 |
info@kamloopssportscouncil.com