

Communications and Administration Coordinator (Student Position)

Bowls Canada Boulingrin is the national governing sport organization for the sport of lawn bowling. The organization provides leadership that facilitates inclusive participation and excellence for the sport of lawn bowls in Canada. We support and develop governance, technical leadership, resource development, advocacy, communication and education initiatives that positively impact Canadians of all ages and abilities across the country. We are responsible for overseeing all aspects of the sport from grassroots (local) recreational lawn bowls to high performance squads. Additionally, we use the sport of bowls as a vehicle to implement positive social change to improve the physical, emotional and mental health especially for seniors, children and individuals with disabilities.

GENERAL

Bowls Canada Boulingrin [BCB] has an opening for a Communications and Administration Coordinator. As a term position, this opening is ideally suited for students looking for a 2023 summer work term. This position is expected to provide communications and marketing support to the organization and administration support to the CEO.

The candidate will draw upon their technology and communication skills with social media (Facebook, Instagram, and other) and other communications platforms (WordPress, newsletter via MailChimp, blog, etc.) to regularly update, contribute, and promote BCB's initiatives, events, and updates through online content. The candidate will work and support BCB staff with additional tasks regarding communications, promotion, and marketing. The candidate will have the opportunity to contribute and create communications and marketing content.

This position will also assist with basic small business administration such as front of office communications and management of the national merchandising program.

As a small Registered Charitable Amateur Athletic Association with a mission to develop the sport of bowls across Canada, BCB is an ideal environment for students in programs related to business administration, communications, marketing, sport administration, and/or recreation and leisure management. Bowls Canada promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Students, Visible minorities.**

Hours and Compensation

30 hours per week, \$18.50/hour Term: May 8th – August 25th, 2023

Projects

- Execution of a national digital communications plan
- Content creation and daily management of social media platforms

- Administer the Bowls Canada merchandising program including promotion, market analyses, and order procurement
- Daily communication and administration tasks as required
- Administration support to the CEO including project management assistance

Key Skills and Experience

- Enrolment or completion in one of the following types of programs would be considered an asset: Communications, Marketing, Sport administration, Kinesiology, or Business administration
- Experience with the implementation of social media and WordPress applications
- Working knowledge of basic information technology including Microsoft Office Suite
- Good inter-personal skills, common sense, and initiative
- Proficient in both official languages

Eligibility Requirements

- is between 15 and 30 years of age (inclusive) at the start of employment;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
- is legally entitled to work according to the relevant provincial/territorial legislation and regulations

**International students are not eligible.*

Applications need to be submitted before the 4th of April, 2023. Please send your resume and cover letter to office@bowlscanada.com with the subject line "Application – Summer Student".