

# BRITISH COLUMBIA ULTIMATE SOCIETY

BC Ultimate Society  
RPO King Edward Mall  
PO Box 38097  
Vancouver, BC  
V5Z 4L9  
bcultimate.ca  
@bcultimate

**For immediate release – 21 MAR 2025**

## **BC Ultimate Seeks Communications and Social Media Coordinator**

BC Ultimate (BCU), the provincial sports organization recognized by the government of BC which is responsible for governance of ultimate in BC, is seeking an individual to serve as **Communications and Social Media Coordinator** to support our organization. The position is a part-time opportunity. The position is virtual and so the applicant would need to demonstrate access to the office equipment and time availability required to perform the job.

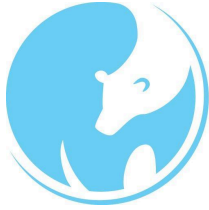
Interested candidates should submit a cover letter specifying their interest in time commitment and outlining their credentials and reason for interest, along with a resume or CV detailing their relevant experience. Applications should be submitted no later than 18 APR 2025. Submissions may be submitted to [Brian Gisel](#), General Manager of BC Ultimate.

While we appreciate all applicant submissions, only those considered to be most qualified and suitable will be contacted for further assessment. BCU will consider all qualified candidates without regard to race, colour, religion, age, national origin, politics, gender, or sexual orientation.

If you have any questions about this posting or the application process please direct your email to [gm@bcultimate.ca](mailto:gm@bcultimate.ca)

## **BCU Communications and Social Media Coordinator**

The Communications & Social Media Coordinator is a half-time consultancy position to oversee media and communications initiatives for BCU. The Communications and Social Media Coordinator would be responsible for both internal and external communications, as well as drafting and distributing electronic newsletters for various audiences, coordinating messages with Local and National Sports Organizations (LSOs and NSO) and managing BCU media platforms. Reporting to the BCU General Manager, this role will be responsible for implementing the overall communications strategy for BC Ultimate as a whole, and coordinating with the Program Coordinator of Ultimate Spirit, BCUs Indigenous focused outreach program, to manage communications for that program. BCU is looking for a team-oriented self-starter who is able to work with different organizations and individuals across our community.



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## ***Key Responsibilities***

- Managing a newsletter distribution system such as Mail Chimp, creating different community groups and using the system for distribution of pertinent information.
- Creating and curating engaging content for legacy social media platforms (Facebook, Instagram, X, YouTube, Discord) as well as a willingness to experiment with emerging platforms.
- Engagement, including highlighting initiatives from our partners, promoting publications and reports from both inside and outside of BCU, boosting social media content, and more.
- Real time social media postings and other communications during events.
- Management of BCU Website (bcultimate.ca), updating current content and exploring changes and additions to the site.
- Building partnerships with other flying disc organizations on content promotion for BCU platforms.
- Fostering relationships with legacy media organizations to promote BCU, Ultimate Spirit and disc sports in BC.
- Providing assistance to the General Manager with the delivery of BCU events as required.

## ***Requirements***

- Experience with various social media platforms.
- Experience in audience engagement strategy.
- Superior analytical, communications and organizational skills.
- Command of Microsoft Office or the Google Suite of products.
- Strong project and process management skills.
- Ability to balance multiple tasks and projects simultaneously.
- University degree or equivalent is a plus.
- Knowledge of Flying Disc sports is a plus.
- Ability to work as required sometimes on weekends during events.
- Access to an appropriate work environment, including computer, printer, scanner, filing system, phone and internet access.
- Strong project and process management skills with an ability to work independently and solution-focused as no micromanagement is provided.



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## ***Compensation***

The position is a half-time consultancy position with the expectation of working from 20 hours per week on average throughout the year, with considerable variability over the year. As an independent contractor, the position is virtual and so the applicant would need to demonstrate access to the office equipment required to perform the job. The consulting stipend is between \$2500-\$3000/month payable monthly in arrears, and all approved work-related expenses will be reimbursed.