



**Role:** Event Coordinator

**Reports to:** Executive Director

**Location:** Remote, with regular meetings in Vancouver

**Status:** ¾ time-contract

Triathlon BC is the provincial governing body for multisport in British Columbia. As a not-for-profit organization, we are a volunteer-led organization that delivers programs to support the growth and development of multisport athletes, coaches, officials, clubs and events across the province. We achieve this by hosting events, camps and clinics, sanctioning races and facilitating programs that encourage people to become involved in a sport that offers lifetime of participation.

Triathlon BC is currently seeking a passionate and experienced Event Coordinator to oversee the delivery of a number of events throughout the year.

**Position Overview:** The Event Coordinator will play a crucial role in the planning, execution and delivery of multisport events throughout the province, including permitting, planning and executing all aspect of event venues.

The successful applicant may also be tasked with the direct management and delivery of various supporting events and initiatives aimed at promoting multisport in the province, including events, camps and clinics, in addition to playing a supportive role in general event operations, as needed.

This is a 3/4-time, remote position, with the necessity to attend on-site staffing meetings. This role will require some evening and weekend work.

#### **Roles & Responsibilities:**

- Plans, manages and executes the delivery of safe, participant-centred multisport events.
- Develops a volunteer management system, including recruitment and training.
- Stewards partnerships with community stakeholders.
- Is able to develop digital assets for promotional use (registration/social media/website)
- Ensures participants have a safe and positive multisport experience.
- Serves as the primary point of contact for all aspects of Triathlon BC-designated events.
- Develops and maintains event-related budgets, timelines, and operational plans to ensure the successful execution of events. Operates within identified budget.
- Collaborates with internal teams, external partners, and municipal officials to secure necessary permits, resources, and support.
- Leads the training and management of event staff and recruitment and training of volunteers.
- Supports Triathlon BC's marketing initiatives to maximize participation and engagement.
- Supports the fulfillment of sponsor benefits and activations at assigned events.
- Evaluates feedback to identify areas for improvement and implement strategies for enhancing the participant experience.
- Stays current on industry trends, best practices, and relevant regulations to inform event planning and management decisions.
- Provides assistance to Triathlon BC through general event operations support.

## **REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:**

- Post-secondary education in sport/recreation management, event hosting, recreation, or another applicable related field.
- Minimum of 3 years of experience in event planning and management, preferably in the sports or outdoor recreation industry.
- Ability to operate under a flexible schedule including weekends.
- Access to a vehicle and valid driver's licence
- Knowledge/experience of Provincial Sport Organizations is considered an asset.
- Self-motivated and accountable for results; takes initiative and ownership of tasks.
- Superior organizational skills in planning and completing projects within set deadlines; high attention to detail and accuracy.
- Strong project management skills, with the ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to build relationships and work effectively with diverse stakeholders.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- High degree of adaptability, work independently and make decisions as well as lead a volunteer team to a common goal.
- Capable of performing various manual labor tasks, including lifting 30-50 pounds regularly as part of event duties.
- Proficiency in Microsoft Office Suite.
- Passion for sports, fitness, and outdoor recreation, with a commitment to promoting active lifestyles.
- Valid Class 5 Drivers License issued in British Columbia required;
- Ability to repeatedly lift 40 lbs to waist height (role requires the ability to maneuver large and heavy equipment).
- Must be legally entitled to work in Canada and proficient in English.
- Completion of clear Criminal Record Check and organizational screening required; Safe Sport Training required

The incumbent is expected to be in regular contact with the Triathlon BC team and to be responsive via phone, email, internal messaging systems, etc. during assigned working hours.

## **APPLICATION DETAILS:**

Triathlon BC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, family status or disability.

Please forward resume and cover letter to [allan@tribc.org](mailto:allan@tribc.org). Competition will remain open until filled by a suitable applicant.