

**Posting #24-212CU**

## **Sports Information and Marketing Coordinator Athletics and Recreation Regular, Full-time**

### **Purpose**

Reporting to the Associate Director of Athletics & Recreation, the Sports Information and Marketing Coordinator promotes the University of Northern British Columbia's (UNBC) varsity athletics to internal and external audiences. The Coordinator oversees varsity game day protocol, statistical and video/streaming obligations, as well as post-game video uploading and game summaries. This position is essential in meeting UNBC's varsity athletics media and reporting requirements to Canada West and U SPORTS.

### **Responsibilities**

Responsibilities include but are not limited to:

- Meeting UNBC's varsity athletics media and reporting requirements, as determined by Canada West and U SPORTS, and adhering with UNBC policies and practices utilizing video, written word, website, social media, and other tools;
- Producing design work and branding proposals for UNBC Athletics;
- Working with the Associate Director of Athletics & Recreation to promote varsity athletics activities at UNBC;
- Monitoring all UNBC Athletics websites and social media outlets, ensuring accurate information and working to improve and enhance the web presence for Athletics; and
- Coordinating game day sports information requirements, including:
  - Preparing press releases, background and statistical information and event programs;
  - Arranging and overseeing video recording, announcing, photography, film exchange, and live streaming.

### **Qualifications**

The successful candidate will possess the following:

- An undergraduate degree in communications, public relations, marketing, journalism, or related field of study together with a minimum of 5 years directly related experience in sports, public relations, communications, marketing, and/or media field. Previous experience within a post-secondary sports environment is an asset;
- Demonstrated ability to think creatively and stay up-to-date on best practices and emerging trends;
- Exceptional interpersonal, organizational, and communication skills, with impeccable attention to detail;



- Ability to demonstrate experience writing, editing, and preparing materials for publications, as well as experience writing and editing media releases and updating information in an online, time sensitive environment; and
- Ability to work independently in a busy and challenging environment, as an active member of an integrated team, and ability to prioritize workload in an environment with multiple and changing deadlines.

Knowledge of Canada West, Canadian Interuniversity Sport, and the Canadian Sport System is a strong asset. The successful candidate is computer savvy and proficient in Microsoft Office Suite. A working knowledge of Presto, Statcrew, Stretch, Synergy, VidSwop, and Wirecast video streaming is beneficial.

An equivalent combination of education and experience will be considered.

Employment is conditional on a successful criminal record check.

## Salary

This position has been classified at a Grade 11A. The annual salary range for this position is \$88,878.40 to \$92,560.00 and the normal starting salary will be \$88,878.40.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Due to the nature of this position, weekend and evening work will be required. Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.



## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employeewellbeing@unbc.ca](mailto:employeewellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number [#24-212CU](#) in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30PM on December 18, 2024.**

