



## **Communications Applicants Only**

### **Position Description: Communications**

Communications Mission Staff team members report to the Communications Manager. Communications Mission Staff are not assigned to a particular sport, except in unique circumstances, but provide general support to Team BC and all sports. This is a very exciting opportunity that brings you to the centre of the action. Communications Mission Staff get to tell the amazing stories of our athletes and coaches and all the outstanding performances and experiences that will happen at the Games. Leading up to and at the Games, the Communications Team manages public relations initiatives, media relations, digital and social media, and creative services for Team BC. Communications team members work with all Mission Staff.

The responsibilities include but are not limited to:

#### **Pre-Games Responsibilities**

- Understand the terms of and sign the Team BC Mission Staff agreement;
- Become familiar with Canada Games Council, Host Society and Team BC policies and Code of Conduct documents;
- Complete professional development courses that will further develop skills and knowledge required in this unique sport experience;
- Participate in monthly Mission Staff conference calls and provide updates on tasks and projects;
- Attend two Mission Staff Training Camps for team building and Games training;
- Contribute to the development of Mission Staff values and goal setting, done at the Mission Staff training camps;
- Attend Team BC Coaches' Meeting and contribute to a Communications presentation;
- Contribute to the development of the Communications Plan (strategies and tactics) for the Games;
- Be familiar with all information on Team BC's website and update information as needed;
- Research and write features on athletes and coaches;
- Create pre-Games content for social media channels;
- Work with Sport Mission Staff to find story leads and strategize media pitches;
- Review athlete and coach bios and oversee production of the Media Guide;
- Proofread and edit Team BC publications (Guide to the Games, Team BC website, etc.);
- Assist in creating promotional graphics for social media;
- Support with the coordination of the Team BC legacy project;
- Attend in-person regional Mission Staff social events for team building;
- Liaise with the Special Events lead to integrate communications strategies in event plans;
- Assist with ceremonial uniform distribution, if necessary;
- Complete online Canada Games registration, including all necessary waivers and training resources.

#### **At Games Responsibilities**

- Represent Team BC in a professional manner ensuring positive and respectful behavior and support to colleagues, athletes, and coaches;
- Attend daily morning Mission Staff meetings and provide any necessary Communications updates;
- Write, edit, and share daily recaps as required;
- Track and post results to the website;
- Create content for and monitor all social media accounts;

- Research and write athlete and coach features;
- Write and distribute daily news releases;
- Manage and assist with interview requests and provide media training to athletes and coaches as needed;
- Work with Sport Mission Staff to collect quotes and highlights from athletes and coaches immediately after the completion of events and competition;
- Find story leads and pitch story ideas to media at the Games and at home;
- Capture photos and videos at events for social media;
- Assist the Team BC photographer as necessary;
- Create video clips and highlights of all sport competitions and special events;
- Highlight Mission Staff daily involvement through video and interviews;
- Report any signs of poor behavior, harassment, abuse, or any safe sport violations using the established reporting processes;
- Assist with crisis management and emergency situations, if necessary;
- Attend and assist with Team BC Pep Rallies and Coach and Family appreciation events;
- Attend Mission Nights where possible, and help with the coordination of the Team BC Mission Night;
- Assist with duties in the Mission Office, such as merchandise sales, uniform exchanges, clean up, etc;
- Work with the Communications Manager to fulfill other duties as required.
- Cheer on Team BC!

### **Post Games Responsibilities**

- Submit travel expense claims and any other out-of-pocket expenses incurred at Games;
- Submit final report to the Chef de Mission and/or Communications Manager;
- Complete duties as assigned by the Chef de Mission and Communications Manager;
- Complete the Mission Staff Games Evaluation survey;
- Attend post-Games Mission Staff debrief.

### **Skills & Experience Required**

The Communications Team will consist of up to five Mission Staff, and within this team, the following skills and attributes will be an asset:

- Experience in social media best practices;
- Strong writing, editing, and proofing skills;
- Strong interpersonal skills, a true team player, and desire to help others;
- Experienced in graphic design and video editing software (Publisher and Adobe Creative Suite) is highly beneficial;
- Proficient with Google Suite applications and Microsoft Office (Word, Excel, and PowerPoint);
- Excellent knowledge of all social media platforms;
- Strong storytelling skills;
- Strong time and priority management skills, ability to meet deadlines and respond to communications in a timely manner;
- Effective working with a team of professionals, and receptive to direction;
- Is fully comfortable and prepared to work 18-20 days straight with very long hours and in sometimes stressful situations, away from your regular personal and professional life.