



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 center of the action. Communications Mission Staff get to tell the amazing stories of our athletes and coaches and all of 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 media and creative services for Team BC. Communications team members work with all members of the mission team.

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, disciplinary procedures, media, anti-doping, etc;
- Mandatory participation in courses and workshops on topics that will further develop skills and knowledge required in this work environment;
- Attend Mission Staff Training Camps for team building and Games training;
- 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;
- Use the Asana project management system to keep track of tasks and responsibilities, and regularly provide status updates as necessary;
- Proof read 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;
- Liaise with the Special Events lead to integrate communications strategies in event plans;
- Attend and support the Team BC uniform distribution day;

At Games Responsibilities

- Represent Team BC in a professional manner ensuring positive and respectful behavior and support to colleagues, athletes, and coaches;
- Attend daily 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;
- Create video clips and highlights of all sport competitions and special events;
- Highlight Mission Staff daily involvement through video and interviews;
- 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;
- Work with the Communications Manager to fulfill other duties as required.

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;
- Complete duties as assigned by the Chef de Mission and Communications Manager;
- Complete the Mission Staff 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;
- 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, ability to meet deadlines, identify critical tasks, and prioritize accordingly;
- Effective working with a team of professionals, and receptive to direction;
- Able to handle working very long hours under sometimes stressful situations.