**BC SOCCER COORDINATOR, MEMBERSHIP ENGAGEMENT**

**Position Summary**

An exciting opportunity has arisen to join our dynamic team within BC Soccer at its Vancouver office. BC Soccer is seeking an experienced professional for the position of Coordinator, Membership Engagement. This position will report to the Manager, Administration, providing support to the governance, membership services, and operational areas.

**Role Objectives:**

The Coordinator, Membership Engagement will lead and implement key governance-related procedures, membership compliance, and ensure adherence to BC Soccer’s bylaws, rules, regulations, and policies. This includes supporting BC Soccer’s governance, safe sport, diversity and inclusion efforts, and strategic initiatives.

**Core Responsibilities:**

* Actively contribute and work towards objectives as outline in the strategic direction and operational plan of the Association, specifically responsible for key governance, compliance, membership services activity and special projects as assigned.
* Maintains a strong customer-focused approach when working with the Association’s membership and soccer community at large, ensuring effective and proactive communication.
* Supports and leads the continued development of BC Soccer bylaws, rules, regulations, policies, and procedures, and responsible for dispensation requests, amendments, review of governing documents, and maintaining all related records.
* Membership Support, including but not limited to, member compliance, communication, governance alignment, reporting, template development, member events, processing of permits, applications and renewals.
* Support and lead initiatives in the space of safe sport, equity, diversity and inclusion and risk management.
* Support Operational Committees, member forums and coordinate member feedback on satisfaction levels for services provided.
* Various special duties as assigned by the Manager, Administration

**Remuneration**

The position will include full benefits and a competitive sport industry salary commensurate with experience. The expected salary range is $44,000- $48,000 annually.

**Application**

Interested applicants should submit their resume, cover letter and salary expectation range to BC Soccer to the attention of Farideh Zarei, Manager, Administration at [feedback@bcsoccer.net](mailto:feedback@bcsoccer.net) (email subject: Coordinator, Membership Engagement). Applications will be reviewed until the position is filled.