

Wheelchair Basketball Week Coordinator

Contract Terms:

- 8 weeks (June 12 – August 8, 2025)
- \$17.20/hour, 35 hours/week
- Virtual position, based in Canada
- Occasional evening and weekend hours may be required
- Full-time summer student contract

Responsibilities:

- Coordinate a national awareness campaign for Wheelchair Basketball Week 2025
 - Craft key messaging to increase awareness and participation across platforms
 - Conceptualize and create engaging strategy and content for social media channels and stakeholders (Provincial Sport Organizations, local clubs)
- Review and update Wheelchair Basketball Week page on the WBC website
- Source and design merchandise
- Logistics and administration
 - Liaise with contractors and provincial partners to solidify events across the country
 - Plan four events in Ottawa with local post-secondary institutions.
- Community outreach for promotion and stakeholder support
- Additional responsibilities related to day-to-day marketing and communications initiatives for WBC as agreed upon with the Domestic and Marketing & Communications Teams

Qualifications

- Currently enrolled in post-secondary education or experience in social media/marketing or events/sports administration
- Excellent written and verbal communication and presentation skills
- Demonstrates organizational, interpersonal, time management and problem-solving skills
- Ability to take direction and multi-task in a fast-paced environment
- Team player with ability to work independently and take initiative
- A creative mindset, with the ability to generate fresh and innovative ideas
- Experience with social media management and content creation
- Proficiency in social media platforms, graphic design software (Canva, Adobe creative suite) and photography/videography
- Experience with WordPress
- Strong writing, editing and storytelling skills





- Strong interpersonal skills and ability to collaborate with team members, athletes and stakeholders
- Strong organizational and time management skills
- Proficiency with computers, technology and the internet
- Oral and written fluency in both official languages (English, French) preferred
- Familiarity with sports marketing, working in a sport environment or adaptive sports preferred

Eligibility Requirements

- Between 15 and 30 years of age (inclusive) at the start of employment
- A Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- All employees will need to submit a Police Record Check with Vulnerable Sector Screen
- As this job requires travel, you must have access to a smartphone and have a valid driver's license

How to Apply

The application deadline is **May 14, 2025**. Applicants will be considered on a rolling basis. Applications must include a cover letter in addition to a resume. Please send applications to:

Kathleen O'Nyon
Membership Coordinator
Wheelchair Basketball Canada
konyon@wheelchairbasketball.ca

We thank all applicants who apply, but only those candidates selected for an interview will be contacted.

About Wheelchair Basketball Canada

Wheelchair Basketball Canada is the national sports governing body responsible for the organization of the sport in Canada. It is a non-profit, charitable organization that is committed to excellence in the development, support and promotion of wheelchair basketball programs and services for all Canadians from grassroots to high performance. Wheelchair basketball is a fast-paced, hard-hitting,

wheelchairbasketball.ca

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competitive sport in which Canada is held in high esteem around the world for winning a combined six gold, one silver, and one bronze medal in the last seven Paralympic Games.

Wheelchair Basketball Canada is committed to creating an inclusive and diverse work environment free from discrimination and harassment so that all employees have the opportunity to reach their full potential. As 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, sex, sexual orientation, age, marital status, family status or disability.

For more information, visit: www.wheelchairbasketball.ca.

