



Manager of Technical Programs and Events (Part-Time – Remote)

Position Type: Part-time (0.5 FTE)

Location: Remote

Compensation: \$30/hour

About Football BC

Football British Columbia (Football BC) is the provincial sport governing body responsible for the governance, promotion, and development of football in British Columbia. As a not-for-profit organization and one of 60 Provincial Sport Organizations (PSOs) funded by the BC Government, we partner with over 30 clubs and leagues to support more than 6,000 players, coaches, officials, and volunteers across the province.

Role Overview

Football BC is seeking a highly organized and proactive **Manager of Technical Programs and Events**. This remote, part-time role plays a key role in coordinating the development of new athlete programs, coach training and referee development. The role will also play a lead role in the delivery of all Football BC events.

Key Responsibilities:

Coach Education and Development

- Coordinate the delivery of all coach certification clinics:
 - Novice/Community Coach
 - Safe Contact
 - Intro to Competition / Competition Development
 - Other NCCP Courses (e.g. Making Ethical Decision)
- Support Coach Certification Verifications with Clubs/Leagues
- Coordinating Annual Coach and Leadership Conference

Referee Development

- Coordinating the delivery of all flag referee clinics
- Coordinate the training of new flag referee developers (instructors)

Athlete Programs (Team BC)

- Coordinate the development and delivery of the following new Programs
 - Team BC Flag (U16, U18)
 - Girls Tackle (U16, U18)
 - Aboriginal Tackle
 - Senior Women's Tackle (2026/27)

Event Role

- Support the delivery of all Football BC events
- Liaise where needed with Football Canada event staff

Qualifications

- Strong written and verbal communication skills
- Experience with digital platforms (e.g., social media, email newsletters, website CMS)
- Comfortable with administrative systems and general office software
- Ability to work independently and manage multiple priorities remotely
- Familiarity with amateur sport organizations or volunteer-based organizations is an asset
- Experience using TeamLinkt or similar registration platforms is an asset

Application Details

Qualified applicants are invited to email their resume and a cover letter to:

Keith Ryan

executivedirector@bcpfa.com

Application Deadline is October 29th, 2025