



Member Services Coordinator (Part-Time – Remote)

Position Type: Part-time (0.5 FTE)

Location: Remote

Compensation: \$25/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 **Member Services Coordinator** to support our stakeholders and program participants. This remote, part-time role plays a key role in managing member communications, supporting registration systems, and assisting with general administrative and financial tasks.

Key Responsibilities:

Member Services & Registration

- Respond to general inquiries via email and social media
- Manage the TeamLinkt registration platform
- Coordinate training for club registrars
- Process Certificate of Insurance requests from affiliated clubs/leagues
- Forward accident claims to our insurance broker

Communications

- Create and post content for social media
- Update and maintain content on the website
- Draft and distribute regular e-newsletters
- Maintain and update annual contact lists (post-club/league AGMs)

Finance & Administration

- Code invoices and expenses
- Perform general administrative duties

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

Deadline for applications is October 29th, 2025