

## JOB POSTING: Youth Communications & Events Coordinator (CEC) Canada Summer Jobs 2026

<b>Hiring Classification and Details</b>	Term Employee <ul style="list-style-type: none"> <li>• 8 weeks (June 15–August 10)</li> <li>• 35 hours/week</li> <li>• Weekdays, with occasional evening/weekend work required</li> </ul>
<b>Based at/Remote</b>	Hybrid (remote/in-person)
<b>Reports to</b>	Communications & Events Manager (CEM)
<b>Compensation</b>	\$20/hr

### About Vancouver Ultimate

*Vancouver Ultimate is one of the largest and longest-standing ultimate frisbee organizations in the world. With a rich history spanning decades, we bring together over 6,000 active participants annually across leagues, tournaments, and community events. As a leader in the sport, we promote values of teamwork, inclusivity, and spirited competition.*

*Our players range from youth and beginners to seasoned athletes, offering an unparalleled opportunity to connect with a diverse, engaged audience.*

### About the Role

The **Youth Communications & Events Coordinator (CEC)** is responsible for overseeing the execution of youth-focused communications activities, and assisting with flagship events involving youth across Metro Vancouver in Summer 2026. They play a key role in celebrating the achievements, people, and culture of young people in our community.

### Positional Objectives

- Creates and maintains an exceptional experience for players, families, staff, community members
- Maintains a consistent, professional, customer service-based approach
- Aligns action to the Vancouver Ultimate's mission and vision, connecting the heart and mind of the organization
- Maintains exemplary communications with the Communications & Events Manager - contributing ideas and feedback on a consistent basis

**Specific duties may vary, but these are common tasks and responsibilities associated with the role:**

#### 1. Program Planning

- Work with the Communications & Events Manager (CEM) to plan and execute summer events, including but not limited to:
  - Misfit Cup (June 27–28, 2026)
  - Shades 'n Hats (July 18, 2026)

- BC Ultimate Championships (July 11-12, 2026)
  - KitsFest (August 7–8, 2026)
  - Canadian Ultimate Championships (August 9–12, 2026)
  - Vancouver Ultimate Awards & BCU Youth Summit (October 4, 2026)
- b. Contribute to budget preparation and forecasting
  - c. Follow a set calendar for planning and provide regular updates to the CEM
  - d. Prepare detailed plans for all activities
  - e. Ensure safety policies are adhered to during all activities
  - f. Monitor equipment inventory, communicating related needs to the CEM

## **2. Human Resources**

- a. With approval from the CEM—recruit, train, and supervise volunteers as required
- b. Support the CEM in having volunteers submit all required paperwork in a timely fashion
- c. Support volunteers in their adherence to Vancouver Ultimate policies and procedures
- d. Address any areas of contention at events, providing both support and education

## **3. Communication and Public Relations**

- a. Oversee youth club content on Vancouver Ultimate social media channels, including planning, creation, and execution of photo, video, and graphic content
- b. Work with Junior Club Social Media Coordinators and Contracted Photographers to collaborate on content

## **4. Community Engagement**

- a. Attend outreach events and foster positive relationships with community members, promoting Vancouver Ultimate’s youth activities to all ages

## **5. Evaluation and Improvement**

- a. Provide observational post-event insights to the CEM
- b. Solicit feedback from participants and staff to identify areas for improvement (and play an active role in creating long-term systemic solutions)

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## **Candidate Skills, Qualities, and Qualifications**

The successful applicant will have a passion for youth development through sport, foundational organizational/communication skills, and a commitment to providing a positive and inclusive environment for young athletes, spectators, and community members.

- Historical knowledge and experience in the sport of Ultimate
- Dedicated to communication excellence, in all forms
- A track record of contributing to successful community events, preferably sports-based
- General knowledge around social media and related content creation
- Proficient in Microsoft Office (Word, Excel, Outlook) and Google Workspace
- Ability to work independently, balanced with initiative to create successful collaborations
- Well-developed planning and prioritization skills
- Uses diplomacy and tact when dealing with challenging situations
- A champion for positive change
- Invested in a balanced, inviting, inspiring organizational culture at Vancouver Ultimate
- Active appreciation for EDI (Equity, Diversity, Inclusion) and equitable participation in sport
- Dependable access to a cellular phone and computer, and a reliable high-speed internet connection
- Willingness and ability to travel to various locations in the Metro Vancouver area

## Eligibility

This position was made possible through the Government of Canada's [Canada Summer Jobs](#) program. To be eligible for this position, applicants must meet the following requirements:

- I. be between 15 and 30 years old as of June 15, 2026,
  - II. be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the position, and
  - III. be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
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## Application Process

<b>Posting &amp; Submissions:</b>	May 26–June 2, 2026
<b>Interviews:</b>	June 5, 2026
<b>Offer/Contracts:</b>	June 9–11, 2026
<b>Position Start/Onboarding:</b>	June 15, 2026
<b>Position End-date/Offboarding:</b>	August 10, 2026

**Please submit your resume and cover letter in PDF format to [ed@vul.bc.ca](mailto:ed@vul.bc.ca) by 5:00pm PT on June 2, 2026.**

Short-listed candidates must be available to attend a 45-minute virtual interview between 9:00am–5:00pm PT on Friday, June 5.

*Vancouver Ultimate is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, our programs, the diverse consumers we represent, and the communities we call home. We do this with kindness, empathy and respect for each other.*