



BC Lacrosse Association
#101-7382 Winston Street
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IG: [bc_lacrosse_association](https://www.instagram.com/bc_lacrosse_association)
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December 11, 2024

Job Posting: Program & Events Coordinator

Position: Program & Events Coordinator

Location: British Columbia Lacrosse Association (BCLA)

Status: Full-time

Salary: Negotiable

Application Deadline: January 3rd, 2025

To Apply: Please submit your resume to jillkrop@bclacrosse.com

Position Overview:

The British Columbia Lacrosse Association (BCLA) is seeking a motivated and detail-oriented individual to join our team as a **Program & Events Coordinator**. This full-time role will be key in organizing and executing various events, championships, and meetings for the BCLA. The ideal candidate will have strong organizational skills, the ability to coordinate multiple stakeholders, and a passion for lacrosse.

Key Responsibilities:

- **Provincial Championships Coordination:**
Organize and manage the BCLA's responsibilities for the Provincial Field and Box Championships, liaising with host associations, the Minor and/or Field Directorate, the Officials Group, the 3rd party accommodation procurer and Team Managers (as required).
- **Event Logistics & Partnerships:**
Work with suppliers to secure MVP "prizing", collaborate with the BCLA's Official Apparel provider on the annual event logo and sales locations for each event.
- **Annual General Meeting (AGM) and Semi-Annual Meetings:**
Coordinate the logistics and planning for the BCLA AGM, Semi-annual meeting, Awards dinner, and Special Sessions for the respective Directorates and Groups.
- **Special Events and Fundraisers:**
Organize special events such as the BCLA Golf Tournament, the Lacrosse Summit co-presented with the Vancouver Warriors, and the BCLA's Community presence at two Warriors games per season.
- **Clinics and Training Coordination:**
Work with the Technical Director to coordinate Officials and Coaches clinics, including ensuring that all materials required by facilitators/clinicians are available.
- **Collaboration with Lacrosse Canada:**
Assist in the coordination of co-presented events with Lacrosse Canada.



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Qualifications:

- Strong organizational and project management skills, with the ability to manage multiple tasks simultaneously.
- Excellent communication and interpersonal skills, able to work effectively with a wide range of stakeholders.
- Experience in event planning and coordination, ideally in a sports or non-profit environment.
- Ability to work independently, as well as part of a team.
- Knowledge of lacrosse and its governing structures is an asset, but not a requirement.

This role reports to the Executive Director, however, the successful candidate will work closely with the Business Manager and Technical Director. This is primarily an in-office job, with limited access to working remotely. Must be willing to work occasional weekends and evenings, as required.

To Apply:

Interested candidates are invited to submit their resume and cover letter to jillkrop@bclacrosse.com by **January 3rd, 2025**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

This is an exciting opportunity to contribute to the growth and development of lacrosse in British Columbia while working in a dynamic and supportive environment. We look forward to receiving your application!