

PARTNERSHIP & EVENTS INTERNSHIP

Position summary:

An exciting opportunity has arisen to join the dynamic team at BC Soccer, based in our Vancouver office. BC Soccer is seeking a highly motivated, dependable, organized, and detail-oriented individual with strong energy, initiative, and strategic thinking skills for the position of **Partnerships & Events Internship**.

This role will support the planning and delivery of BC Soccer events, coordinate logistics for regional, provincial, and national competitions, and assist with the development and execution of initiatives aligned with FIFA World Cup 2026.

Role Objectives:

The Intern, **Partnerships & Events** will contribute for effective execution of the BC Soccer's competitions and support the delivery of key events and activities. This includes supporting all aspect of competitions, event logistics and planning, support to BC representatives at national competitions. The Intern, Partnerships & Events will engage with partners and stakeholders, and work with 3rd parties to enhance BC Soccer's flagship events experience and FIFA 2026 initiatives.

Accountable to: Manager, Competitions and Events. Director, Business Operations (indirectly).

Role Objectives

- Support the planning, coordination, and execution of BC Soccer Competitions, including Provincial Championships and flagship events, ensuring alignment with organizational standards and strategic priorities.
- Assist with scheduling, team communications, match documentation, and competition registration processes.
- Support the planning, coordination, and execution of BC Soccer events, including, but not limited to FIFA 2026 Vancouver initiatives.
- Provide on-site delivery and support during Provincial Championships and Corporate Partnerships activations.
- Support compliance with BC Soccer competition regulations, and policies.
- Contribute to initiatives and other duties as assigned.

Daily and Monthly Responsibilities

- Administrative support for competition scheduling, documentation, and communications.
- Assist with preparation of competition materials, permits, rosters, and reporting.
- Contribute to the planning and on-site delivery of Provincial Championships, Corporate Partner programs and events.
- Maintain accurate competition data in management systems.
- Assist in the administration of FIFA 2026 Vancouver initiatives.
- Represent BC Soccer at events and meetings as required, including travel.
- Perform additional duties as assigned by the Manager, Competitions and Events.
- Availability to work evenings and weekends as required.
- May be scheduled to work at: FIFA World Cup 2026 matches at BC Place and/or Official FIFA Fan Fest activation in Vancouver.
- Assignments will vary by date and location and will be communicated in advance.

Qualifications, Experience, and Skills

- Open minded and self-motivated
- Exceptional organization and planning skills
- Willingness to take initiative and always looks to improve
- Ability to multi-task and remain calm under pressure
- Able to compose routine and non-routine correspondence
- Able to work independently and in a team environment while maintaining confidentiality
- Able to establish and maintain effective working relationships with colleagues and the BC Soccer
- Membership (Clubs, Districts, Leagues, etc.)
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Passionate about sport
- Experience in an office working environment
- Able to work evening and weekends when required
- Event management experience, competitions specific would be an asset
- Experience in a non-profit working environment would be an asset
- Experience in sport would be an asset
- Post-secondary diploma or certificate (degree preferred) in events, business, and/or sport administration (or a related field) would be an asset.
- Valid driver's license and ability to travel locally and provincially as required.
- Willing to submit to submit a Criminal Record Clearance.
- Fluency in English; additional languages considered an asset.

Start Date: May 11, 2026

Duration: 11 May, 2026 - 31 July, 2026

Salary Range: \$20.00-25.00/hour

Application

Interested applicants should submit their resume and cover letter to BC Soccer in **one PDF** via email to businessoperations@bcsoccer.net (email subject: Partnerships and Events Internship). Applications will be reviewed starting on April 27, 2026, and continue until the position is filled. **BC Soccer thanks all applicants, however ONLY those selected for an interview will be contacted.**