

DIGITAL MEDIA & EVENTS INTERNSHIP

Position summary:

An exciting opportunity has arisen to join our dynamic team within BC Soccer at its Vancouver office. BC Soccer is seeking a highly motivated, organized, detail-oriented, energetic, content producer, and proactive professional for the position of **Intern, DIGITAL MEDIA & EVENTS**. This position is responsible for supporting and covering BC Soccer's events, programs and initiatives through the Association's digital media channels and content creation.

Role Objectives:

The Intern, Digital Media & Events will support the delivery and promotion of soccer initiatives across British Columbia, contributing to both event execution and storytelling efforts through BC Soccer's social media channels. This role will assist in the coordination of key organizational events and activities, including cross-departmental programs and FIFA 2026 initiatives.

In addition, the Intern will collaborate with partners, stakeholders, and third-party vendors to enhance the overall experience of BC Soccer's flagship events, while supporting content creation and engagement across digital platforms.

Accountable to: Coordinator, Digital Communications and Events, and Director, Business Operations (indirectly).

Role Objectives

- Support all aspects of the association's communication channels including website, digital media channels, e-newsletter, and participant databases with the objective of increasing interaction and engagement with the wider soccer community
- Create and strategize media content tailored to specific audiences across multiple platforms.
- Develop engaging content for all BC Soccer media channels, website, and social media channels.
- Support the planning, coordination, and execution of BC Soccer events, including but not limited to: Provincial Championships, flagship events, and FIFA 2026 Vancouver initiatives
- Provide on-site delivery and support during FIFA 2026 initiatives, Provincial Championships and other key events
- 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 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 Director, Business Operations.
- Availability to work evenings and weekends as required.

Qualifications, Experience, and Skills

- Open minded and self-motivated
- Exceptional organization and planning skills
- Willingness to take initiative and always looks to improve
- Proficient in Adobe Creative Suites (Photoshop, Premier Pro, Illustrator, InDesign, etc.)
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- 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
- Passionate about sport
- Experience in an office working environment
- Able to work evenings and weekends when required
- Event support experience 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 digital/social media, graphic design, media production, events (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 at businessoperations@bcsoccer.net (email subject: Digital Media & 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.**