Position: Promotions Coordinator
Reports to: Volunteer Manager
Location: Abbotsford Centre / 33800 King Rd., Abbotsford, BC
Position type: Volunteer
Start date: May 2020

About the Canadian Elite Basketball League (CEBL):
The Canadian Elite Basketball League (CEBL) was born from a need to provide Canadians with a premium basketball option that gives players, coaches, fans and other stakeholders the opportunity to meaningfully engage with one of Canada’s most popular sports. Never has there been so many Canadian basketball players competing at the highest professional levels worldwide (NBA, G League, FIBA leagues, etc.). It’s time to bring them home and provide them with a domestic professional basketball opportunity. An opportunity to compete in front of friends, family and businesses that can support Canada’s ascent on the international stage.

Position Summary:
The Fraser Valley Bandits are seeking a 2-3 qualified candidates for the position(s) of Promotions Coordinator. As part of the promotions team, candidates will wear many hats with a focus on the coordination and execution of game day promotions. Candidates must also be goal-driven, detail-oriented and possess the ability to solve problems and provide clear direction within a fast-paced, high pressure environment.

Responsibilities: (Including but not limited to)
- Generating game day marketing plans and promotions to engage fans as well as successfully executing all game day promotions
- Manage the execution of in-game entertainment including: live features, sponsor activations, crowd prompts, music, and any other on-court promotions for all Bandits pre-season, regular season and playoff games
- Assist with all game day materials including: writing scripts, game day formats, work schedules, and game day assignments
- Assist the Game Day Director with marketing activations and coordination of the pre-game show
- Department lead for the execution of planning initiatives, inclusive of rehearsals, equipment needs, staff assignments
- Supervise and develop volunteers including creating work assignments
- Utilize reviews to assure constant evolution/improvement of event processes (including, but not limited to staff morale, team building, and conflict resolution)
- Coordinate National Anthems, Half-time Performances, and other pre-game, in-game, and post-game entertainment with the Game Day Director
- Manage the inventory of all game day props, prizes and giveaways to ensure professional segments that are highly entertaining

Qualifications:
- Employment/Volunteer experience in a related position
- Enthusiasm and passion for basketball
Preferred Qualifications:
● Bachelor’s degree from an accredited college or university with major coursework in business management or marketing, communications or other related field

Required Skills:
● Excellent communication skills both oral and written
● Excellent interpersonal skills
● Demonstrated experience in marketing and promotions
● Knowledge of basketball rules as pertains to duties of position

Availability:
● Must be able to attend all of our home games as well as pre-game meetings (includes early afternoons, weekdays, nights, weekends, and holidays)

Other Requirements:
● Applicants can fill out the Volunteer Application form and forward their application including their resume and cover letter to info@thebandits.ca with the subject line, “Application: Promotions Coordinator”

Application Deadline:
● All applicants must apply by 6 p.m. on Friday, March 27