



Business Council of  
British Columbia

## **Director of Communications and Membership**

The Business Council of British Columbia is seeking to fill the position of Director of Communications and Membership.

Established in 1966, the Business Council is a not-for-profit association representing approximately 250 leading enterprises active in British Columbia. Our members are the leading companies drawn from all major sectors of the provincial economy, including forest products, mining, manufacturing, transportation, agri-food, telecommunications, information technology, financial services, energy, utilities, tourism, retail, construction, life sciences, engineering, healthcare, education and the professions. Taken together the members and associations affiliated with the Business Council are responsible for approximately one-fifth of all paid employment in British Columbia.

Reporting to the Vice President Membership and Chief Operating Officer, the Director of Communications and Membership is responsible for:

- Managing the distribution and branding of all outgoing communications including updates to the Business Council's website and social media.
- Coordinating with and promoting to the media all events and media releases/advisories.
- Assisting with the preparation and production of Business Council publications, presentations, and communications such as the Annual Report and social media communications.
- Manages the planning and execution of all member events including venue logistics, sponsor management, program development, invitation management, speaker coordination, and on-site management.
- Oversees day-to-day membership operations including the maintenance and accuracy of the member database.

The ideal candidate will have a minimum of 5-years experience in a communications, events or public relations role. Candidates should also have excellent writing skills as well as knowledge of and experience with leveraging social media.

This full-time position is available immediately. Expected compensation includes a competitive salary as well as benefits and a performance based bonus program.

If you are interested in this opportunity please submit your resume by email to [tiffany.gorder@bcbc.com](mailto:tiffany.gorder@bcbc.com). Selected candidates will be contacted.