



TITLE OF POSITION: EVENTS MANAGER

Tennis BC is the provincial governing body for tennis in British Columbia. As a not-for-profit organization, we deliver programs to support the growth and development of athletes, coaches, officials, clubs and events across the province.

OVERVIEW

Tennis BC is looking for an enthusiastic Events Manager to support event coordination, program delivery, and administration. This person will help grow tennis participation while also supporting major tournaments and events.

CORE RESPONSIBILITIES

- Support delivery of junior and community tennis programs (First Set Tour, interclub leagues, signature events)
- Assist in organizing and growing community tennis leagues, player socials, and grassroots programs
- Recruit, coordinate, and manage volunteers to support events and community initiatives
- Provide administrative support (budgets, grants, reporting, equipment)
- Assist in the coordination and delivery of signature tournaments including Junior Selection events, Junior Provincials, Junior Nationals, ITF events, BC Masters Provincials, and Stanley Park Open

QUALIFICATIONS

- Experience in event coordination or sports program delivery (e.g., tournaments, leagues)
- Strong organizational and administrative skills, including budgeting, scheduling, and reporting
- Ability to manage and work with volunteers and multiple stakeholders
- Excellent communication and interpersonal skills
- Knowledge of tennis and/or grassroots sport development preferred
- Flexible and adaptable with the ability to handle changing priorities and work in both office and event environments

JOB SPECIFICS

- This is a full-time salaried position
- Total compensation for this position is \$55-60,000 based on experience and qualifications
- This position is hybrid with a combination of in-office work, on site at event locations, and work from home
- Hours may vary depending on program delivery and event timing (including evenings or weekends)
- Requires travel to tournaments and events

APPLICATION DETAILS

Interested individuals are requested to forward their resume and cover letter to sly@tennisbc.org by the submission deadline of 11:59pm on April 26, 2026. We thank all applicants for their interest. However, only candidates selected for further consideration will be contacted.