

## STAKEHOLDER RELATIONS AND SPONSORSHIP ASSISTANT

### Vancouver International Marathon Society

Inspiring active, healthy lifestyles, the non-profit Vancouver International Marathon Society RUNVAN® annually organizes the First Half, BMO Vancouver Marathon, Granville Island Turkey Trot and Great Trek. Learn more at [runvan.org](http://runvan.org).



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Start Date: February 1, 2022

Duration: 4 months

Job Type: Part-time. One or Two days per week. Full Time on Race Week and Weekend.

Compensation: Honorarium available for this position.

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### Responsibilities

- Help with generating sponsorship leads through cold calls, web research, email, print and online research.
- Research latest trends in sports, leagues, local, national and international events to source new leads.
- Update data on customer relationship management systems on a weekly basis.
- Weekly updates of sales and leads tracking spreadsheet reports.
- Help with community engagement and volunteer outreach programs.
- Support Senior Manager, Stakeholder Relations with utilizing social media platforms to enhance community engagement online.
- Support Coordinator, Stakeholder Relations periodically as required.
- Handle email and phone inquiries from Sponsors, Community Stakeholders, Charities, Volunteers and Runners.
- Support Stakeholder Relations and Sponsorship departments at the BMO Vancouver Marathon Expo and on Race Day.
- Help with Sponsors and Volunteer Check In at Expo and Finish on Race weekend and report to Coordinator and Manager, Stakeholder Relations.
- Summarize data to be used to produce Board Reports.

### Skills

- Able to multi-task and have strong organizational and logistics skills.
- Writing and communication skills.
- Attention to detail.
- Excellent Social Media etiquette and public relations skills.
- Strong customer services focus with a “can do” attitude.
- Well organized and a self-starter with strong multi-tasking abilities.
- Good time management skills with the ability to prioritize.
- Ability to work effectively with other team members as well as function independently.
- Ability to troubleshoot and think on their feet in times of crisis to ensure end result is a positive outcome.

VANCOUVER  
INTERNATIONAL  
MARATHON  
SOCIETY

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Burnaby, BC  
Canada V5C 5V1

604 872 2928  
[runvan.org](http://runvan.org)

- Excellent computer skills, including MS Word, Excel, Outlook, database systems and PowerPoint.
- Familiarity with CRM tools and applications.
- Excellent telephone manner.
- Ability to adapt and adjust in a changing environment.
- Ability to cope in a demanding environment.



### **Education and Work Experience**

- High School Graduate.
- Currently enrolled in a post-secondary program in business, event management, information technology, communications, or special events.
- Experience in special events an asset but not mandatory.

### **Recognition and Rewards**

- Be part of one of Canada's marquee marathons that is still managed and staged by a non-profit Society and governed by a volunteer Board of Directors.
- Develop your team skills by working with a diverse group of staff, volunteers, sponsors, and supporters.
- Expand your network and connect with local organizations, businesses, community groups and events.
- Get inspired + have fun!

### **How to Apply**

Applicants should send a Resumé and Cover Letter outlining how they meet the specific requirements of the position to **[douglas@runvan.org](mailto:douglas@runvan.org)**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.