



British Columbia
School Trustees
Association

The British Columbia School Trustees Association aspires to embody and work in support of anti-racism, diversity, equity, and inclusion. BCSTA welcomes qualified applicants who value equity and diversity as essential to excellence. You may wish to share some lived experiences that demonstrate your connections to our diverse community.

Job Description

Title: Graphic Design and Digital Communications Coordinator

Reports To: Communications Manager

Summary:

The Graphic Design and Digital Communications Coordinator is a part-time (80%) role within the BCSTA Communications department, with a 28-hour workweek. The 28-hour work week will follow a consistent schedule, either structured as a 4-day work week (7 hours per day) or spread across 5 days, with in-office attendance required on certain days per week for team collaboration; the specific schedule will be agreed upon with the successful candidate upon hiring. The successful candidate will create compelling event branding materials and ensure a consistent visual identity. The position will work to support the development of BCSTA's publications and resource materials, social media, graphic design, information gathering, website posts and database updates, dependent on the successful candidate's skills. Experience or training in website design is considered an asset.

Examples of Duties:

- Develop, design, and layout BCSTA's publications and resource materials.
- Design visually engaging slides for presentations.
- Ensure brand integrity across all platforms and channels and compliance with CP style.
- Assists with the production of digital and print projects as well as video/photo content.
- Maintains newsletter database contacts.
- Assists with social media programming and planning.
- Assists with the drafting and distribution of BCSTA's newsletters.
- Provides support at events, locally and provincially, as assigned, including monitoring PowerPoint slides for accuracy and execution.
- Supports assigned committees, branches and working groups.
- Actively support teammates across projects, sharing knowledge and stepping in where needed to meet shared deadlines.
- Other related duties, as needed.

Required Qualifications:

- Minimum of a diploma in communications, graphic design, or a related discipline
- Four years of experience in a similar role
- Experience coordinating visual assets for events
- Strong understanding of information technology, print and digital media production
- Demonstrated understanding of social media best practices in a political environment

- Advanced knowledge of Microsoft Office and Adobe Creative Suite (InDesign and others).
- Exceptional writing skills.
- Collaborative with a strong team and customer-service focus.

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing, for a variety of platforms and audiences.
- Familiarity with the principles of plain language and CP Style.
- Comfortable in a politicized environment with respect for confidentiality.
- Strong time-management skills with an ability to prioritize tasks.
- Ability to meet deadlines and support the team, particularly during fast-paced event production and implementation.

Core Competencies:

- Strong interpersonal skills and an ability to work with a wide range of constituencies in a polite, tactful, and professional manner.
- A responsive and respectful work attitude is essential.
- Must be a collaborative team-player focused on member-service.

Assets:

In addition to the requirements noted above, the ideal candidate will have:

- Knowledge and experience in the K-12 education sector.
- Experience supporting a senior management team.
- Experience with newsletter tools and related database management.
- Understanding of social media best practices in a political environment.
- Understanding of print processes and digital media production.
- Experience and knowledge of website design
- Experience with Meltwater social listening tool.
- Experience with WordPress or similar website design tools.

What We Are Offering

- Comprehensive Benefits Package
 - Extended Medical, dental and vision
 - Municipal Pension
- Paid statutory holidays, plus Sick & Vacation Time
- Supportive workplace with a positive and productive work environment.

The salary range for this position is \$58,598.50 – \$61,592.89 along with a comprehensive benefits plan.

Please send a cover letter and resume no later than 9:00am on October 14, 2026, to:

Michael Rossi, Deputy CEO

mrossi@bcsta.org

Subject: Graphic Design and Digital Communications Coordinator

All candidates must be available for face-to-face interviews at BCSTA's office.

About BCSTA:

The British Columbia School Trustees Association serves and supports B.C.'s member boards of education in their key work of improving student achievement. At the local level, as boards seek to engage their communities in this work, BCSTA provides professional development, legal counsel and communications support. Provincially, our non-profit association acts as a strong, unified voice for member boards of education in advocating to government, other education partners and the public on matters affecting public education. For more information, please visit www.bcsta.org