

Communications, Outreach & Events Coordinator

Application deadline: September 13, 2026 at 11:59pm PST.

About the Position:

BC Civil Liberties Association (BCCLA) is a non-partisan national leader with a mission to promote, defend, sustain, and extend civil liberties and human rights. Please visit [our website](#) for more information.

BCCLA's Communications, Outreach and Events Coordinator position requires a talented, dedicated individual to support the communications and engagement efforts of the Association. This is a full-time, 1.0 FTE permanent position.

The Communications, Outreach and Events Coordinator oversees the social media presence of the organization, with a focus on the production of video content; plans and carries out the Association's public events, including our Annual Youth Conference; and supports the Association's outreach, pro-actively boosting engagement in our work.

We are seeking an individual with a strong familiarity with online platforms, video production, designing digital materials, campaigning, communications, and an aptitude for event logistics and community engagement. The successful candidate will have a knowledge of and interest in human rights and civil liberties issues, strong ethics, and a deep commitment to equality, justice, and freedom.

This position will work partially remotely and partially in-person from our office in Vancouver at #306-268 Keefer St, on unceded Indigenous lands belonging to the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and salilwətaʔ/Selilwitulh (Tsleil Waututh) nations. Remote access to all required platforms will be provided.

What We Offer:

Compensation: Salary is based on BCCLA's Bargaining Unit Collective Agreement (CA). The salary for this position is \$65,141. BCCLA's CA [can be found here](#).

BCCLA also offers a holistic and competitive work package:

- Unionized position

- Comprehensive health benefits that include a personal Health Savings Account, as well as an extended health and dental plan for all staff, spouses and dependents.
- Life insurance, Long-term Disability Insurance, and AD&D for staff, family and dependents included within health benefits.
- Health benefits starting immediately and not dependent on completion of probationary period.
- 20 days of paid Annual Vacation, plus an additional 2 week December office closure.
- 13 Paid holidays every year.
- 24 days of paid leave, including 15 sick days, 4 family care days, and 5 personal days.
- A generous parental leave policy including a parental leave top-up.
- Annual professional development funding for each staff.
- Team-wide staff celebrations and staff appreciation.
- A family-friendly, child-friendly, and dog-friendly work environment that supports flexible work arrangements and time in lieu arrangements with an emphasis on work life balance.
- A workplace where your experience and voice are valued.
- A staff team of diverse backgrounds that is committed and passionate about civil liberties, human rights, equity and justice.

Application Process:

To apply, please email your resume and cover letter in one combined PDF to careers@bccla.org with the subject line “Communications, Outreach and Events Coordinator” no later than September 13, 2026 at 11:59pm PST.

BCCLA is committed to ensuring that equity, diversity, and inclusion are priority considerations, including in building a workplace that honours the particular experiences and expertise of communities marginalized through state violence and social oppression. BCCLA strongly encourages applications from all qualified Indigenous people, Black people, immigrants and refugees, people of colour, people with disabilities, working class people, and 2SLGBTQIA+ people. Applicants are encouraged to self-identify, should they feel comfortable doing so, in their cover letter and are invited to share how their lived experience would inform their approach and ethics in this position

Skills Required

- Combination of education and/or work experience in one or more of the following field: communications, event management, campaigning, and/or community engagement.
- Strong ability to record, edit, and produce video content for social media essential; being comfortable on camera and/or supporting others to be on camera an asset.
- High level of experience with social media platforms, content planning tools, WordPress and other digital communications tools.

- Experience designing digital materials essential, and experience with print materials an asset. Prior experience with the Adobe Create Suite a strong asset. Ability to design visual assets in line with organizational brand and campaign tone essential.
- Experience with event planning, promotion, sponsorship and logistics coordination.
- Must have excellent time management, project coordination skills, and be well-organized.
- Well developed relationship building and inter-personal skills, including the ability to speak with groups and strangers, and work with diverse populations.
- Must be able to work independently and as part of a team.
- Experience in managing external relationships with stakeholders and community members an asset.
- Experience collaborating and working with contractors an asset.
- Strong verbal and written communication skills, including the ability to write both substantive content and logistical instructions;
- Ability to communicate empathetically, to foster an inclusive environment in both physical and digital spaces, and to proactively address known accessibility needs to ensure BCCLA events and outreach are conducted in line with organizational values and commitments.
- Experience translating written content from legal or other specialized fields into plain language writing for a general audience an asset;
- Skills in editing and proofreading written English an asset;
- Comfortable working occasional evenings and weekends, in compliance with BCCLA's Collective Agreement;
- Ability in languages other than English are assets;
- Passion for civil liberties and human rights issues are strong assets;
- Lived experience of or experience (paid or volunteer) working on issues related to BCCLA's mandate are assets.

Job Description

This position works in the Engagement Department and is supervised by the Communications and Outreach Manager. This position also works closely with the Director of Engagement and Development, and the Campaigns Manager.

Communications

- Oversee BCCLA's social media presence, including content creation, scheduling, and monitoring content, alongside direct engagement with our audiences, across various digital platforms, with a particular focus on the production of video content (ideation, planning, scripting, recording, and editing).
- Monitor, analyse, and report on performance of social media content, and use this analysis to improve reach and impact of future content.
- Design visual assets for social media, email marketing software, and small publications (for example, know your rights factsheets).

- Generate ideas for, source, order, and coordinate inventory of BCCLA-branded materials and products.
- Create and update content for WordPress website, and support in ongoing website maintenance.
- Assist the Communications and Outreach Manager with media relations, including uploading and sending pre-prepared media releases, monitoring media coverage, and triaging media inquiries.
- Support the Campaigns Manager with the building and execution of digital action campaigns (such as petitions) with copywriting, creating tools, and creating campaign visuals.
- Contribute to the Engagement team's copywriting, editing, and proofreading work (newsletters, press releases, announcements, annual report), as needed.
- Collaborate with the Communications and Outreach Manager on the production of publications, including the annual report, research, and public legal education publications.

Outreach & Events Coordination

- Plan and carry out the Association's Annual Youth Conference(s) and/or other youth-focused programming.
- In collaboration with the Engagement team, plan and carry out the Association's public legal education, campaign, and outreach events, including the Annual General Meeting.
- Pro-actively find, generate opportunities for, and attend community outreach and tabling events, including maintaining a community events calendar.
- Coordinate event logistics for community events and outreach.
- Support the Communications and Outreach Manager in producing press conferences, report launches, and other events. Support the Campaigns Manager in producing campaign lunch events.
- Maintain inventory and coordinate pro-active and routine distribution of BCCLA publications.
- Assist other Engagement team members in producing fundraising and stewardship events.
- Contribute to the development and implementation of BCCLA's community outreach strategy.
- Triage the general contact and supporter-focused inboxes, and incoming messages on social media. Be the first point of contact for and respond to incoming outreach-related messages or emails.
- Other duties as required.