



Programs & Member Services Coordinator

BC Choral Federation

Part-time contract position, approximately 16 hours per week

\$2,000 per month, plus applicable taxes

Primarily remote within British Columbia, with occasional in-person work and travel

Anticipated start: October 1, 2026

About the BC Choral Federation

The BC Choral Federation (BCCF) is a provincial arts service organization dedicated to supporting, connecting, and strengthening British Columbia's choral community. Through programs, workshops, communications, resources, advocacy, and professional development, the BCCF serves choirs, conductors, singers, educators, and choral organizations throughout the province.

We are seeking an organized, collaborative, creative, and community-minded **Programs & Member Services Coordinator** to join our small staff team.

This position brings together program coordination, member services, communications, and online systems support in a varied role at the heart of the BCCF's day-to-day activities. The Coordinator will work closely with the Executive Director, Deputy Executive Director, Administrator, Board of Directors, volunteers, and members across British Columbia.

The Role

The Programs & Member Services Coordinator helps turn BCCF plans into action.

On any given week, that might mean laying the framework for a regional workshop, preparing an email newsletter to the membership, updating the website or registration platform, answering a member inquiry, creating promotional materials, or helping plan the logistics of a provincial program.

The successful candidate will be comfortable managing multiple priorities, communicating with a wide range of people, and working independently within a collaborative and largely virtual organization. Candidates with experience in choral music – as singers, conductors, administrators, or in other capacities – are especially encouraged to apply.

Programs & Events

The Coordinator will provide administrative and logistical support for BCCF programs, workshops, meetings, and special projects, including:

- coordinating workshops with Board members, clinicians, venues, and regional partners;
- researching venues, services, travel, accommodation, catering, and other logistical requirements;
- developing program budgets and assisting with grant information as required;
- establishing and managing online registration processes;
- monitoring registrations and preparing participant and check-in information;
- preparing promotional materials and coordinating their distribution to the BCCF membership;
- providing logistical and administrative support for longstanding BCCF programs such as Chorfest, BC Youth Choir, BC Teen Choir, Choral Stage, and Choral da Capo;
- attending selected programs and events to provide on-site support when required;
- coordinating practical arrangements for Board and Willan Council meetings; and
- assisting with special projects and visiting artists or ensembles.

Membership & Community

The Coordinator will help ensure that BCCF members receive responsive, useful service and remain connected to the organization by:

- responding to general member inquiries and directing specialized questions appropriately;
- supporting membership recruitment, renewal, retention, and record-keeping activities;
- following up with current and lapsed organizational and individual members;
- preparing mailing lists, reports, and other membership information;
- helping members access BCCF programs, services, and resources;
- identifying new opportunities to serve members; and
- supporting the annual Board nomination process as required.

Communications & Digital Content

Working collaboratively with the Executive Director, Deputy Executive Director and Board, the Coordinator will support regular communications with BCCF members and the wider choral community by:

- leading communications and promotional planning aligned with BCCF's strategy and brand;
- compiling and writing newsletters, e-blasts, promotional emails, and member communications;
- creating straightforward graphics and promotional materials for digital and print use;
- updating website and ensuring information is accurate, current, engaging, and professional;
- coordinating content across the BCCF's website, email, and social media channels;
- maintaining an active presence on BCCF social media channels and amplifying choral activities from around British Columbia, as well as nationwide activities via Choral Canada;
- assisting with presentation materials, concert programs, and other publications; and
- providing Programs & Member Services reports in advance of Board meetings.

Resources & Special Initiatives

The Coordinator will also lead or help administer several ongoing BCCF services and activities, including:

- coordinating BCCF library loans and acquisitions, maintaining records of library holdings;
- maintaining choir and resource listings;
- leading administration and promotion of the BCCF's annual raffle, including liaison with participating choirs and the raffle service provider;
- maintaining accurate raffle participation and sales records; and
- undertaking other related duties consistent with the scope of the position.

Who We're Looking For

We recognize that strong candidates may bring different combinations of experience; you do not need to have done every aspect of this job before. We would particularly like to hear from candidates who bring:

- strong organizational and administrative skills, with attention to detail and record-keeping;
- excellent written and interpersonal communication skills;
- experience coordinating programs, events, projects, or community activities;
- confidence working independently and managing multiple priorities and deadlines;
- graphic design and document-layout skills;
- a demonstrable track record of digital fluency across websites, databases, email platforms, social media, and other tools, with an ability to stay current with emerging technologies and trends; and
- a collaborative, service-oriented approach to working with members, artists, and colleagues.

Candidates should ideally bring experience in the nonprofit or arts sector, knowledge of British Columbia's choral community, and familiarity with membership organizations.

Working Arrangements

This is a part-time independent contractor position with an anticipated time commitment averaging approximately 16 hours per week, compensated at \$2,000 per month, plus applicable taxes. Workload will vary according to the natural rhythm of BCCF programs and activities, with greater time commitments around some programs and events balanced by lighter periods at other times. A timesheet will be submitted for workload tracking and planning purposes; compensation is based on the monthly contract fee rather than hours reported.

The first three months (October – December 2026) will serve as a probationary period, with a performance and compensation review at the end of December. An increase in the monthly contract fee will take effect in January 2027 following successful completion of the probationary period.

The position is primarily remote and offers considerable flexibility in scheduling, with reasonable independence in determining when and how work is completed, subject to BCCF priorities, agreed deliverables, program deadlines, and participation in scheduled meetings and events as required.

As a self-employed contractor, the successful candidate will be responsible for their own tax, CPP, insurance, and other obligations associated with self-employment.

The contractor will provide their own computer and other basic equipment. The BCCF will provide access to required organizational accounts, software, and digital tools, including platforms such as Canva, Slack, Monday.com, and Google Workspace.

The contractor will collaborate closely with the Executive Director, Deputy Executive Director, and BCCF Administrator and interact regularly with members of the Board of Directors and other BCCF volunteers.

Occasional evening or weekend work and in-person attendance at BCCF meetings, workshops, programs, and events will be required. The BCCF is based in Vancouver. Some travel within British Columbia may also be required, and a valid driver's licence is considered an asset. Approved travel and other expenses incurred on behalf of BCCF will be reimbursed in accordance with BCCF policies.

Application Process

Please submit a brief cover letter outlining your interest in the position and relevant experience, along with a current résumé. **Applications should be submitted by 11:59 pm PST on Sunday, September 13, 2026.** Applications will be reviewed beginning September 14. We thank all applicants for their interest. Only candidates selected for an interview will be contacted. Candidates are encouraged to familiarize themselves with the BCCF's programs through our website, bcchoralfed.com, prior to an interview.

Anticipated hiring timeline:

- **Posting opens:** August 31, 2026
- **Application deadline:** September 13, 2026
- **First-round interviews:** September 15–18, 2026
- **Final interviews, if required:** September 21–23, 2026
- **Offer anticipated:** By September 28, 2026
- **Preferred start date:** October 1, 2026

Please send applications to apply@bcchoralfed.com with “**Programs & Member Services Coordinator**” in the subject line, to the attention of Andy Rice, Deputy Executive Director.

The BC Choral Federation welcomes applications from candidates with a range of backgrounds and lived experiences. We are committed to creating an inclusive working environment and encourage applications from people who have historically faced barriers to participation in the arts and nonprofit sectors.