



LIFESAVING SOCIETY  
*The Lifeguarding Experts*

## Summer Job Posting 2026 Communications Assistant

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**Position Title:** Communications Assistant  
**Location:** Branch Office (Burnaby)  
**Terms:** Seasonal Contract; Full-time  
**Contract Dates:** June 22 – August 28, 2026  
**Rate of Pay:** \$20.00/hr  
**Work Schedule:** 35 hours per week; typically Monday-Friday 8:30 am – 4:30 pm  
Shifts may vary; flexibility is required for evening/weekend events.

### Nature & Scope

Are you passionate about social media and making a difference? The Lifesaving Society, BC & Yukon Branch is seeking a summer Communications Assistant to help amplify our mission of drowning prevention. The Communications Assistant is responsible for providing educational safety and prevention messaging through social media, as well as the general promotion of our training programs, including lifesaving, lifeguarding, first aid, and swim lessons.

### Key responsibilities:

- Create clear, engaging media content supporting water safety and drowning prevention
- Manage social media channels including Instagram, Facebook, LinkedIn, and YouTube
- Engage with public through social media channels in a professional and friendly manner
- Assist in creating, editing, and sending Lifesaving Society communications and materials; assisting with updating website content as needed
- Attend events as required to provide social media coverage
- Assist in scheduling and tracking media requests
- Assist in providing key metrics and reports

### Requirements:

- Effective communicator with excellent verbal, written, and interpersonal skills
- Competency in Microsoft Office, Teams, Canva, and social media platforms
- Ability to work flexible hours if needed for events
- Knowledge of Lifesaving Society programs or aquatics industry is an asset

### TO APPLY:

Send resume & cover letter to the attention of Dany Rubbo, Manager, Communications and Events, at [danyr@lifesaving.bc.ca](mailto:danyr@lifesaving.bc.ca).

*Applications will be reviewed on a rolling basis and accepted until the position is filled. Thank you in advance to all those applying; only those selected for an interview will be contacted.*

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