

## JOB DESCRIPTION

### FIELD HOCKEY CANADA

COMMUNICATIONS COORDINATOR

START DATE: JUNE 1 | END DATE: AUGUST 10 (NEGOTIABLE)



The Field Hockey Canada Communications Coordinator summer position is responsible for supporting successful event coverage and organization as well as communication activities for the organization during the summer of 2019.

The Communications Coordinator will work closely with Communication Manager and CEO to develop and execute a well-planned website and social media schedule surrounding on and off-field events. The successful candidate will be involved with events and other duties as we are a dynamic and changing environment and staff need to be adaptable and ready for all tasks. The Communications Coordinator will be responsible for the following:

- Provide general assistance to the Communication Manager in the preparation and execution of digital content including articles, videos, photos, etc.
- Share Field Hockey Canada content via social media channels, including the coordination, tracking, administration, scheduling and analysis of both paid and organic social media content.
- Maintain and handle social media platforms including Facebook, Twitter, Instagram, YouTube, etc.
- Build and improve processes, metrics, reporting and analytics designed to optimize social content and results.
- Support the creation, design and publishing of printed materials (posters, flyers, placards etc.)

The Communications Coordinator will be:

- A good communicator - Whether in event planning or publishing, good inter-personal skills are key. The ability to interact directly and effectively with partners is important, as is a good sense of written communication.
- A confident decision maker and problem solver - Many things can go wrong during event coverage, and something eventually will. Event coordinators need to remain calm during crisis and the high pressure of an event in progress.
- Computer savvy - In addition to the daily technical necessities like e-mail, word processing, and spreadsheet manipulation, the Communications Coordinator should also have experience with current technologies including cloud based service and creative software.
- Organized and a multi-tasker - Being able to stay on top of a multiple projects at a time and not falling behind is important in this role.
- Creative - You should enjoy telling creative and impactful stories. Experience writing, taking photos, and videos is an asset.
- Fluency in French is not mandatory but definitely considered an asset.

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Canada



## APPLICATION DETAILS



If you have a passion for working in sport and believe you have the appropriate experience and skill set for this position, please submit your resume and cover letter electronically by Sunday, May 12, 2019 to: Kevin Underhill (kunderhill@fieldhockey.ca).

Please make the subject lines as follows:

"Communications Coordinator Application - Your Full name."

Field Hockey Canada is committed to employment equity and encourages applications from everyone. In addition, Field Hockey Canada is committed to providing accommodation for people with disabilities. If you require accommodation, we will work with you to meet your needs.

Note: Field Hockey Canada's head office is in Vancouver, BC but we are accepting applications from across the country. We appreciate your interest; however we will only be contacting people selected for an interview.

This summer position is made possible in large part thanks to the Government of Canada's Summer Job program. We would like to acknowledge the government's contribution.

\*\*NOTE: In previous years, positions of this type have been reserved for student applicants only. This is not the case anymore. CSJ has opened the applications up to any individual possessing the skills and experience.\*\*

