



Job Description

Coordinator, Events

The Field Hockey Canada Events Coordinator summer position is responsible for supporting successful event management and planning as well as assisting with communication activities for the organization during the summer of 2022. The Events Coordinator will work closely with the Chief Executive Officer, Communications Manager and local organizers to support the execution of Field Hockey Canada events.

The Events Coordinator will be responsible for the following:

- Liaising with internal and external partners involved in the planning and execution of the events on the event logistics, volunteer recruitment and training, development of media, marketing materials, announcements, communications, etc.
- Special priority on supporting the successful organization and management of Field Hockey Canada Nationals (held in Vancouver, in July).
- Planning and executing online and in-person events including but not limited to hall of fame celebration, national coaches week, officials week, national team send-offs etc...
- Working with the FHC Communications staff to build out event webpages and communications initiatives corresponding with events.
- Working with the FHC staff to prepare templates and guides for hosting in-person events in the future.
- Helping coordinate guest lists, prizes, specific meetings and socials connected to Field Hockey Canada's online event portfolio.
- Responds to enquiries from the public about events, including assisting with media requests.

The Events Coordinator will be:

- A good communicator – Whether in event planning or volunteer management, good inter-personal skills are key. The ability to interact directly and effectively with partners is important, as is a good sense of communication.
- A confident decision maker and problem solver - Many things can go wrong during an event, 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 Event Coordinator should also have experience with current technologies including cloud based service and creative software. In this climate, the ability to host webinars, conference sessions, socials online is imperative. Experience using video conference software is an asset.
- 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.