



Job Description

Coordinator, Special Project [Hall of Fame]

The Field Hockey Canada Special Project Coordinator/Hall of Fame & Historical Archives summer position is responsible for supporting successful communication, events and archival initiatives for the organization during the summer of 2022

The Special Project/Event Coordinator will work closely with the Communications Manager, Chief Executive Officer, and committee organizers to support the execution of specific Field Hockey Canada projects. Given the current environment and global circumstances, we've had to move many of our projects and events online and will aim to do-so until in-person events are safe and can be responsibly held.

The Special Project Coordinator will be responsible for the following:

- Spearheading Field Hockey Canada's Hall of Fame portfolio.
- This includes producing video and written stories celebrating this year's class of inductees.
- Working with the Hall of Fame Committee to create and support nomination, induction, and celebration materials.
- 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.
- Planning and executing online (or in-person) events prioritizing the 2020-2021 hall of fame induction celebration.
- Support the creation of FHC history pages and archives.
- 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.
- Responding to enquiries from the public about events, including assisting with media requests.

The Special Project Coordinator will be:

- A good communicator – Whether in event planning or communication projects, good inter-personal skills are key. The ability to interact directly and effectively with interview subjects, partners and fellow staff is important, as is a good sense of communication.
- Experienced in photo/video software and hardware, interviewing/reporting and have an interest in sport communication.
- A confident decision maker and problem solver – Project managers and 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, you 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.