

Field Hockey Canada

Job Opportunity: Communications Coordinator – Indoor Pan American Championships

Field Hockey Canada (FHC) is the national sport governing body responsible for the development, growth and promotion of field hockey in Canada, in collaboration with a variety of partners. Among its responsibilities, FHC selects, prepares and promotes Canada's teams for international competitions including Continental Championships, World Championships, and major multi-sport games (e.g. Olympic Games and Commonwealth Games).

As we prepare to host the Indoor Pan American Championships in Calgary, Alberta, we are seeking a dynamic and passionate Communications Coordinator to join our team for the duration of the tournament.

Organization: Field Hockey Canada

Event Location & Date: Calgary, Alberta (March 18-22, 2024)

Contract Duration: March 1-29, 2024

Reports To: Events Manager & Communications Manager

Key Responsibilities:

1. Social Media Management:

- Update and maintain Field Hockey Canada's social media platforms (Instagram, Twitter, TikTok) with real-time updates, photos, videos, scores, and engaging content throughout the tournament.
- Monitor social media channels for engagement and respond to inquiries promptly.
- Create and execute social media strategies to enhance the tournament's digital presence.

2. Website Content Management:

- Update and manage the Field Hockey Canada website with accurate and timely information, including scores, results, videos, and tournament-related stories.
- Collaborate with the tournament organizing committee to ensure the website is accurate and strong for user experience.

3. Pan American Hockey Federation Collaboration:

- Develop and curate content to be shared with the Pan American Hockey Federation's social media channels, fostering collaboration and promoting the tournament regionally and throughout the Pan Americas
- Connect and collaborate with Pan Am National Sport Organizations (NSOs) to share content, collaborate on posts and elevate the event digitally.

4. Sponsor and Partner Liaison:

- Collaborate with sponsors and partners to create promotional posts and content celebrating their involvement in the tournament.
- Ensure contractual obligations related to sponsor promotions are met.

5. Broadcast Coordination:

- Liaise with the broadcast company to obtain live watch links and live stream schedules.
- Share live watch links and schedules with the hockey community through various communication channels.

Skills & Requirements:

- Previous experience with social media management, specifically on Instagram, Twitter, and TikTok.
- Recent education or practical experience in the fields of sport management, journalism or digital communication.
- Solid photography and video editing skills for creating engaging social media content.
- Background and interest in social media, sports communication, or sports management.
- Knowledge of field hockey is an asset.
- Excellent written and verbal communication skills.
- Ability to work in a fast-paced tournament environment.
- Proven ability to collaborate with a team.

Apply Today:

If you believe you possess the appropriate experience and skill set for the position, please submit your resume along with a cover letter.

Applications are to be submitted electronically by January 19, 2024 to Hailey Yhap (Events Manager) and Kevin Underhill (Communications Manager) with the subject line IPAC Communications Coordinator. **Email** hyhap@fieldhockey.ca & kunderhill@fieldhockey.ca.

FHC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

We appreciate your interest, however, only the shortlisted applicants will be contacted.