

Job Description

Coordinator, Communications & Events

Field Hockey Canada is the national governing body of the sport of field hockey in Canada. From grass roots to high performance, Field Hockey Canada is working to develop and strengthen field hockey across the country, and to position our National Teams for consistent podium contention.

Field Hockey Canada is looking to hire a Communications & Events Coordinator this summer to prioritize communication and support for event hosting and management of international and domestic field hockey events.

Responsible to the Communications Manager, the Communications & Events Coordinator will lead and support communications, marketing, sponsorship and fundraising initiatives. The Communications & Events Coordinator will collaborate with Communications Manager, the Events & Engagement Officer and other program leads as needed with a highlighted priority on communications, social media and marketing.

The Communications & Events 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.
- Special priority on supporting the successful organization and communication support of Field Hockey Canada Nationals and the Junior Pan American Championships (both held in Vancouver in July/August).
- Lead activation, marketing, and fundraising initiatives in the field hockey community.
- Create and share Field Hockey Canada content via social media channels, including the coordination, tracking, administration, scheduling, and analysis of web content.
- Maintain and manage social media platforms including Facebook, Twitter, Instagram, YouTube, etc.

The Communications & Events Coordinator will be:

- A good communicator – 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.
- Computer savvy – In addition to the daily technical necessities like e-mail, word processing, and spreadsheet manipulation, the Communications and Marketing 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. You should have experience or interest in writing news and sports stories.
- Event support experience is key. Working in the fast-paced event environment will be critical in this role.
- Experienced in shooting and editing photo and video is an asset.

Application Details

Applications for the position will be open until May 20, 2024. To apply, please send your resume and a cover letter to Kevin Underhill at kunderhill@fieldhockey.ca

Your application should include the names of two references in your resume. Please note that only those selected for interview will be contacted.

Field Hockey Canada is an equal opportunity employer that is committed to fostering diversity, equality, and inclusion in our employment practices. Field Hockey Canada does not tolerate discrimination of any kind.