

## **FIELD HOCKEY CANADA**

### **Job Opportunity: Communications Coordinator**

Field Hockey Canada (FHC) is the national governing body for field hockey in Canada, responsible for the development and growth of the sport from grassroots to high performance. Each summer, Field Hockey Canada delivers a schedule of national events, championships, and online engagement opportunities that support athletes, coaches, officials, volunteers, and members across the country.

The Communications Coordinator (Summer 2026) is a short-term, full-time position supported through Canada Summer Jobs funding, created to enhance Field Hockey Canada's communications, marketing, sponsorship, and fundraising capacity during the summer season. Reporting to the Communications Manager, this role will work closely with the Communications team, Chief Executive Officer, and program leads, with an emphasis on digital communications, social media, and storytelling.

#### **The Communications Coordinator will be responsible for the following:**

- Providing general assistance to the Communications Manager in the preparation and execution of digital content, including articles, photos, videos, and web features
- Leading and supporting communications, marketing, sponsorship activation, and fundraising initiatives within the field hockey community
- Creating, scheduling, publishing, and tracking Field Hockey Canada content across all major social media platforms
- Managing and maintaining Field Hockey Canada's social media channels, including Instagram, X (Twitter), Tik Tok, YouTube, and other relevant platforms
- Analyzing and reporting on digital engagement and content performance to support communications planning
- Supporting the coverage of domestic and international events, including national championships and international competitions
- Providing dedicated communications support to the Field Hockey Canada National Championships, with a strong emphasis on live content, storytelling, and event promotion
  - Availability for in-person or extended event support is required during the Championships period (Surrey, BC, July 21-26 & Calgary, August 4-9)

#### **The ideal candidate will demonstrate the following:**

- Strong communication skills
  - Excellent written communication and storytelling abilities
  - Confidence interacting with staff, partners, athletes, and volunteers
- Creativity and storytelling ability
  - Enjoys creating engaging, impactful sport and community narratives
  - Experience writing news, feature, or sport-related stories is an asset
- Technical and computer proficiency

- Experience with email, word processing, spreadsheets, and cloud-based tools
  - Familiarity with digital content platforms, content management systems, and creative software
- Organizational and multitasking skills
  - Ability to manage multiple projects and deadlines in a fast-paced environment
- Photo and video skills
  - Experience shooting and editing photo and video content is a strong asset
- A background or interest in journalism, communications, marketing, media, sport, or community engagement is considered an asset
- Must meet Canada Summer Jobs eligibility requirements

**Application Details:**

Applications for the position will be open until May 20, 2025. To apply, please send your resume and a cover letter to Kevin Underhill at [kunderhill@fieldhockey.ca](mailto:kunderhill@fieldhockey.ca). The job description should be in the subject line of the email.

It is expected for this job to run approximately 10 weeks from June-August.

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.

**Acknowledgements:**

This position is made possible through funding from the Government of Canada's Canada Summer Jobs (CSJ) program. Canada Summer Jobs is a federal initiative designed to help employers create quality summer work experiences for young people, while supporting communities and local organizations across the country. Field Hockey Canada gratefully acknowledges the Government of Canada for its support in making this summer employment opportunity possible.

Field Hockey Canada is committed to developing and strengthening the sport of field hockey across the country, from grassroots participation to international podium performance. The organization supports approximately 18,000 participants nationwide, including athletes, coaches, officials, and volunteers, who contribute to a vibrant and growing hockey community.

Field Hockey Canada is an equal opportunity employer and is committed to fostering an inclusive, equitable, and accessible workplace.