

FIELD HOCKEY CANADA

Job Opportunity: Events 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 Events Coordinator (Summer 2026) is a short-term, full-time position supported through Canada Summer Jobs funding. This role plays a key part in supporting successful event planning, event delivery, and related communications activities during the summer months. The Events Coordinator will work closely with the Events and Engagement Officer, Chief Executive Officer, Communications Manager, and local organizing committees to support the execution of Field Hockey Canada events across the country.

The Events Coordinator will be responsible for the following:

- Liaising with internal teams and external partners involved in the planning and execution of events, including logistics, volunteer recruitment and training, and event operations
- Supporting the planning and delivery of both online and in-person events
- Assisting with the creation and coordination of event-related communications, including announcements, schedules, marketing materials, and event content
- Working with the Communications team to develop and update event webpages and digital communications initiatives
- Supporting the development of templates, guides, and best practices for hosting future Field Hockey Canada events
- Responding to public inquiries related to events, including supporting media requests as directed
- Providing dedicated support to the organization and delivery of Field Hockey Canada National Championships
 - Availability for in-person work is required during the National Championships period (Surrey, BC, July 21-26 & Calgary, August 4-9)
 - Travel, accommodation, and transportation will be provided
 - A valid driver's licence and access to a vehicle are considered strong assets

The ideal candidate will demonstrate the following:

- Strong communication skills
 - Comfortable communicating with internal colleagues, volunteers, partners, and external stakeholders
 - Clear written communication skills and confidence interacting directly with a wide range of audiences
- Problem-solving and decision-making ability

- Ability to remain calm under pressure and adapt quickly in fast-paced event environments
 - Confidence addressing challenges as they arise during live events
- Strong technical and computer skills
 - Experience with email, word processing, spreadsheets, and cloud-based tools
 - Familiarity with video conferencing platforms and online event hosting tools is considered an asset
- Organization and multitasking skills
 - Ability to manage multiple projects simultaneously while meeting deadlines
 - Strong attention to detail and follow-through
- A background, interest, or experience in sport, event management, 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, 2026. To apply, please send your resume and a cover letter to Haily Yhap at hyhap@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.