

FIELD HOCKEY CANADA

Job Opportunity: Special Projects Coordinator – Hall of Fame

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 Special Projects Coordinator – Hall of Fame (Summer 2026) is a short-term, full-time position supported through Canada Summer Jobs funding, focused on supporting Field Hockey Canada's Hall of Fame and historical archives initiatives. Reporting to the Communications Manager, the Coordinator will work closely with the Chief Executive Officer, Hall of Fame Committee, and internal staff to deliver storytelling, communications, archival, and event-related projects connected to the Hall of Fame portfolio.

This role combines communications, creative storytelling, project coordination, and event support, with a strong emphasis on celebrating the history of Canadian field hockey.

The Special Project Coordinator will be responsible for the following:

- Leading and coordinating Field Hockey Canada's Hall of Fame portfolio
- Producing written and video storytelling content celebrating the current Hall of Fame induction class
- Working closely with the Hall of Fame Committee to develop and support nomination, induction, and celebration materials
- Supporting the planning and execution of Hall of Fame-related events and celebrations, including legacy inductions from previous years
- Liaising with internal teams and external partners involved in project and event delivery, including event logistics, volunteer coordination, and communications materials
- Supporting the development of Field Hockey Canada history pages and archival resources
- Working with the Communications team to build and update Hall of Fame webpages and corresponding digital communications initiatives
- Assisting in the creation of templates, guides, and resources to support future Hall of Fame and in-person events
- Responding to public enquiries related to the Hall of Fame and historical projects, including assisting with media requests as needed

The ideal candidate will demonstrate the following:

- Strong communication and interpersonal skills
 - Comfortable conducting interviews and collaborating with inductees, volunteers, committee members, and staff
 - Strong written storytelling ability

- Creative and technical experience
 - Experience with photo and video production, editing software, and creative tools is a requirement
 - Interest in sport communications, history, or storytelling
- Problem-solving and decision-making ability
 - Ability to remain calm and adaptable while working on complex projects or live events
- Strong technical and computer skills
 - Experience with email, word processing, spreadsheets, cloud-based tools, and creative software
 - Familiarity with video conferencing and virtual event tools is an asset
- Organized and detail-oriented
 - Ability to manage multiple projects concurrently while meeting deadlines
- A background or interest in communications, history, archives, sport 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 16, 2026. To apply, please send your resume and a cover letter to Kevin Underhill at kunderhill@fieldhockey.ca. The job description should be in the subject line of the email.

It is expected for this job to run between 8-10 weeks from May-July

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.