

JOB DESCRIPTION

FIELD HOCKEY CANADA

EVENTS COORDINATOR

START DATE: JUNE 1 | END DATE: AUGUST 10 (NEGOTIABLE)



The Field Hockey Canada Events Coordinator summer position is responsible for supporting successful event management and planning as well as assisting with communication activities for the organization during the summer of 2019.

The Events Coordinator will work closely with the Communications Manager, CEO and High Performance Manager to plan and coordinate Field Hockey Canada events. The Events Coordinator will be responsible for a number of FHC events this summer, including the supporting and delivery of the National Championships, leading delivery of the Hall of Fame and Senior National Team's Pan American send off events as well as leading select fundraising events. Additional responsibilities include:

- Liaising with internal and external partners involved in the planning and execution of the events on the event logistics, volunteer recruitment and training, development of media, marketing materials, announcements, communications, etc.
- Coordinates guest lists, food service arrangements, menu planning, decorative and table set up, nametags and staffing for events.
- Responds to enquiries from the public about events, including assisting with media requests.

The Events Coordinator will be:

- A good communicator - Whether in event planning or volunteer management, good inter-personal skills are key. The ability to interact directly and effectively with partners is important, as is a good sense of communication.
- A confident decision maker and problem solver - Many things can go wrong during an event, and something eventually will. Event coordinators need to remain calm during crisis and the high pressure of an event in progress.
- Computer savvy - In addition to the daily technical necessities like e-mail, word processing, and spreadsheet manipulation, the Event 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.

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APPLICATION DETAILS



If you have a passion for working in sport and believe you have the appropriate experience and skill set for this position, please submit your resume and cover letter electronically by Sunday, May 12, 2019 to: Kevin Underhill (kunderhill@fieldhockey.ca).

Please make the subject lines as follows:
"Events Coordinator Application - Your Full name."

Field Hockey Canada is committed to employment equity and encourages applications from everyone. In addition, Field Hockey Canada is committed to providing accommodation for people with disabilities. If you require accommodation, we will work with you to meet your needs.

Note: Field Hockey Canada's head office is in Vancouver, BC but we are accepting applications from across the country. We appreciate your interest; however we will only be contacting people selected for an interview.

This summer position is made possible in large part thanks to the Government of Canada's Summer Job program. We would like to acknowledge the government's contribution.

****NOTE:** In previous years, positions of this type have been reserved for student applicants only. This is not the case anymore. CSJ has opened the applications up to any individual possessing the skills and experience.**

