

JOB DESCRIPTION

FIELD HOCKEY CANADA

COMMUNICATIONS AND EVENT COORDINATOR

START DATE: ASAP | END DATE: MID-AUGUST (NEGOTIABLE)



The Field Hockey Canada Communications and Event Coordinator summer student position is responsible for supporting successful event planning and execution as well as communication activities for the organization during the spring and summer of 2018.

The Communications and Event Coordinator will support the organization in day-to-day activities that include:

COMMUNICATIONS AND SOCIAL MEDIA

Works closely with Communication Manager to develop and execute a robust website and social media schedule surrounding on and off field events.

- Provide general assistance to the Communication Manager in the preparation and execution of digital content including articles, videos, photos, etc.
- Share Field Hockey Canada content via social media channels, including the coordination, tracking, administration, scheduling and analysis of both paid and organic social media content.
- Maintain and handle social media platforms including Facebook, Twitter, Instagram, YouTube, etc.
- Build and improve processes, metrics, reporting and analytics designed to optimize social content and results.
- Support the creation, design and publishing of printed materials (posters, flyers, placards etc.).

EVENT PLANNING AND COORDINATION

Works closely with Director of Hockey Development in coordination, planning and execution of events including the 2018 Field Hockey Canada's National Championships and National Team domestic hosting opportunities.

- Liaises 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.



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IMPORTANT SKILLS AND ASSETS

- A good communicator - Whether in event planning or publishing, 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.
- 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 Communications and 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.
- Creative - You should enjoy telling creative and impactful stories. Experience writing, taking photos, and videos is an asset.

This summer position is made possible in large part thanks to the Government of Canada's Student Summer Job program. As such, applicants are required to have been registered students full-time in the previous academic calendar and intending on returning to school during the next year.

