



Job Description

Communications & Marketing Coordinator

Field Hockey Canada (FHC) is the national sport governing body responsible for the development, growth and promotion of field hockey in Canada. Among its responsibilities and in collaboration with a variety of partners, FHC selects, prepares and promotes Canada's teams towards the goal of delivering sustained podium performances in international competitions including FIH World League, Continental Championships, World Championships, and major multi-sport games (e.g. Olympic Games and Commonwealth Games).

Responsible to the Communications Manager the Communications and Marketing Coordinator will lead and support communications, marketing and fundraising initiatives. The Communications and Marketing Coordinator will collaborate with Communications Manager, CEO and other program leads as needed with a highlighted priority on communications, social media and marketing,

The Communications and Marketing Coordinator will be responsible for the following:

- Provide general assistance to the Communication Manager in the preparation and execution of digital content including articles, videos, photos, etc.
- Lead marketing and fundraising initiatives in the field hockey community.
- Create and share Field Hockey Canada content via social media channels, including the coordination, tracking, administration, scheduling and analysis of web content.
- Maintain and handle social media platforms including Facebook, Twitter, Instagram, YouTube, etc.
- Support the creation and distribution of sponsorship decks and other fundraising materials.

The Communications and Marketing Coordinator will be:

- A good communicator – 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.
- Computer savvy – In addition to the daily technical necessities like e-mail, word processing, and spreadsheet manipulation, the Communications 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. You should have experience writing news and sports stories.
- Experienced in shooting and editing photo and video is an asset.



This position is made possible in large part thanks to the Government of Canada's Summer Job program. Given the current circumstances in regard to the COVID-19 pandemic, the CSJ program has more flexibility with its terms. We will be extending these job opportunities into the fall.

**** 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. ******