



Job Description

Membership Engagement Coordinator

10-week contract

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 Chief Executive Officer (CEO), the Membership Engagement Coordinator will lead projects and initiatives in the area of membership registration, event management, payment tracking and database building. The Membership Engagement Coordinator will support the CEO, Communications Manager and other program leads as needed.

The Membership Engagement Coordinator will be responsible for the following:

- Supporting the cross-country instalment of a membership database and registration system. Helping with RFPs and liaising with external partners.
- Building demographic databases and mailing lists.
- Coordinating the initiation of FHC's online payment and donation platform.
- Communicating with internal and external partners involved in the planning and execution of the events on the event logistics. Brainstorming and strategizing for future events and supporting digitally run initiatives (while COVID-19 limits mass gatherings).
- Working with FHC communications staff, the Membership Engagement Coordinator will help create educational and entertaining social media and web initiatives in line with their project list.

The Membership Engagement Coordinator will be:

- A good communicator –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.
- 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.
- Experience with sport-management and membership registration platforms 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. ******