

Job Description

Coordinator, Special Events

Field Hockey Canada is the national governing body of the sport of field hockey in Canada. From grass roots to high performance, Field Hockey Canada is working to develop and strengthen field hockey across the country, and to position our National Teams for consistent podium contention.

Field Hockey Canada is looking to hire a Special Events Coordinator this summer to support the hosting and management of international and domestic field hockey events.

The Special Events Coordinator will report to the Events & Engagement Officer and work closely with the Chief Executive Officer, Communications Manager and local organizers to support the execution of Field Hockey Canada events. The Field Hockey Canada Special Events Coordinator is responsible for supporting successful event management and planning as well as assisting with communication activities for the organization during the summer of 2024.

The Special Events Coordinator will be responsible for the following:

- 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.
- Special priority on supporting the successful organization and management of Field Hockey Canada Nationals and the Junior Pan American Championships (both held in Vancouver in July/August).
- Planning and supporting online and in-person events including but not limited to hall of fame celebration, national coaches week, officials week, national team send-offs etc...
- Working with the FHC Communications staff to build out event webpages and communications initiatives corresponding with events.
- Working with the FHC staff to prepare templates and guides for hosting in-person events in the future.
- Helping coordinate guest lists, prizes, specific meetings, and socials connected to Field Hockey Canada's online event portfolio.
- 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. In this climate, the ability to host webinars, conference sessions, socials online is imperative. Experience using video conference software is an asset.
- 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.

Application Details

Applications for the position will be open until May 20, 2024. To apply, please send your resume and a cover letter to Hailey Yhap at hyhap@fieldhockey.ca

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.