



FIELD HOCKEY CANADA

Job Opportunity: Communications Coordinator

Responsible to the Communications Manager, the Communications Coordinator will lead and support communications, marketing, sponsorship and fundraising initiatives. The Communications 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 activation, 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 manage social media platforms including Facebook, Twitter, Instagram, YouTube, etc.
- Support the coverage of events including domestic national championships and international competitions (World Cup, Commonwealth Games, Pan American events).
- Special emphasis will be placed on providing communications support to the Field Hockey Canada National Championships – Brampton July 24 – August 5.

The Communications 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 and Marketing 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.



Application Details:

Applications for the position will be open until May 16, 2025. To apply, please send your resume and a cover letter to Kevin Underhill at kunderhill@fieldhockey.ca. The job description should be in the subject line of the email.

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.

About Field Hockey 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.

Approximately 18,000 field hockey players across the country – 9,000 of which are a part of high school field hockey programs – dedicate themselves to the sport at all levels from community hockey to high performance. Their dedication and pursuit of excellence, along with the tireless work from coaches, officials, and all volunteers, makes for a Canadian field hockey community as strong as it has ever been.