



## FIELD HOCKEY CANADA

### Job Opportunity: Events Coordinator

The Field Hockey Canada Events Coordinator summer position is responsible for supporting successful event management and planning as well as assisting with communication activities for the organization during the summer of 2025. The Events Coordinator will work closely with the Events and Engagement Officer, Chief Executive Officer, Communications Manager and local organizers to support the execution of Field Hockey Canada events.

The 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.
- Planning and executing online and in-person events
- 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.
- Special priority on supporting the successful organization and management of Field Hockey Canada National Championships. Must be available to be in person in Brampton, ON from July 23 – August 5, 2025. (Accommodation & Transportation to be provided. If you have a drivers' license, as well as a vehicle that is preferred).

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 16, 2025. To apply, please send your resume and a cover letter to Haily Yhap at [hyhap@fieldhockey.ca](mailto:hyhap@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.