



FIELD HOCKEY CANADA

Job Opportunity: Special Project Coordinator – Communication and Athlete Spotlight

The Field Hockey Canada Special Project Coordinator summer position is responsible for communication activities for the organization during the summer of 2025, as well as supporting successful event management. The Special Project Coordinator will work closely with the Communications Manager, the Events and Engagement Officer and Chief Executive Officer to produce comprehensive athlete spotlight features and integrated marketing/fundraising support.

The Special Project Coordinator will be responsible for the following:

- Spearheading Field Hockey Canada's athlete spotlight portfolio.
- This includes producing video, social media and written stories celebrating Field Hockey Canada's senior and junior athletes during the 2025 competition cycle
- Liaising with internal and external partners involved in the planning and execution of events on the event logistics, volunteer recruitment and training, development of media, marketing materials, announcements, communications, etc.
- Support the creation of FHC athlete pages, profiles and stories
- 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 fundraising/sponsorship and athlete profile/story telling
- Responding to enquiries from the public about events, including assisting with media requests.

The Special Project 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



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.