

Canada Soccer
Job Description – Temporary Communications Coordinator

TITLE *Temporary Communications Coordinator*
REPORTS TO *Digital and Corporate Communications Manager*
LOCATION *237 Metcalfe Street, Ottawa, ON*

OVERVIEW

Canada Soccer is seeking a Communications Coordinator to support its Marketing and Communications Team on a temporary basis. The Communications Coordinator will provide support in updating and executing a daily editorial calendar for the duration of the term which includes the opening rounds of the Canadian Championship, FIFA Women’s World Cup France 2019 and the 2019 Concacaf Gold Cup.

DUTIES & RESPONSIBILITIES

A member of the Marketing and Communications team, the selected candidate will have advanced Microsoft Office skills to provide support and maintenance of the Canada Soccer editorial calendar.

The coordinator’s key attention to detail and spreadsheet prowess will allow on-demand updates related to the content production, content publishing and scheduling, and digital analytics reporting across the three Canada Soccer core assets.

In addition, the admin will be responsible for maintaining the Canada Soccer digital dashboard; monitoring and tracking the performance of content during the May-July season.

Other responsibilities will include being an internal communications liaison for the communications team providing assistance with content gathering for development, refereeing, and corporate content related to social and digital publishing and internal communications products.

Other duties as assigned.

REQUIRED SKILLS, EXPERIENCE & ABILITIES

Essential:

- Completion of or current enrollment in a University degree or college diploma program in advertising, marketing, communication, broadcast, journalism or a related discipline.
- Excellent working knowledge of Microsoft Excel
- Experience in social and digital media publishing, monitoring, analytics, etc.
- Strong verbal and written communication skills
- Demonstrated organizational skills and attention to detail
- Ability to work with minimal supervision

Preferred:

- Knowledge of the Canadian Soccer Structure Nationally and Provincially
- Experience in maintaining an editorial and/or content calendar
- Experience developing and delivering content
- Bilingualism would be considered an asset for this position

GUIDELINES FOR APPLICANTS

Please submit your cover letter and résumé along with salary expectations to bfougere@canadasoccer.com before noon ET 27 May, 2019. We thank all applicants for their interest however only those selected for an interview will be contacted.